



## **PROFESSIONAL EMPLOYMENT POLICIES**



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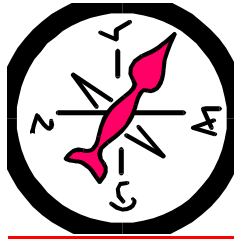
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## Ind-1: NAVIGATING IN THIS DOCUMENT



### Going Directly to a Specific Policy

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

### Conducting a Key Word Search

1. From your standard toolbar, select: "Edit > Find".
2. Enter the key word you are searching, for example:
  - **"Application"**
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**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"GENERAL PROVISIONS"**

<b>#001</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/1998 5/15/2003 5/1/2004 5/1/2015	<b>Effective:</b>	07/01/2021
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Employees are ASUCLA's most important contributors to its success as a non-profit service organization. The provisions contained in this handbook inform professional employees about employment responsibilities, standards, processes, rights and benefits designed to encourage professionalism, service and contribution.

"Associated Students UCLA: Professional Employment Policies" is intended to align organizational direction among the various major divisions of ASUCLA and provides management with the information necessary to make Human Resources decisions and effect employment actions that both support operating priorities and ensure the consistent treatment of employees.

ASUCLA employs both represented and non-represented employees. Represented employees will abide by their Union Contract when variances occur between "Associated Students UCLA: Professional Employment Policies".

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

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

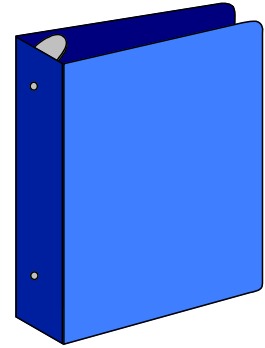
These policies do not constitute contractual commitments between ASUCLA and its employees, and management retains all other rights and prerogatives in order to manage ASUCLA so that it may attain its mission. The handbook does not preclude policy exceptions, based on business necessity, and approved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

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

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

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

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**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"CONDITIONS OF EMPLOYMENT"**

<b>#101</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001	<b>Effective:</b>	5/1/2015
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Upon hire, you will meet with a member of Human Resources' Administrative staff who will assist you in completing a number of hiring documents. At this time, you will be required to provide proof of your legal right to work in the U.S.A.

You will be required to sign your agreement to adhere to the policies and procedures described in 2 employee handbooks: "Environmental Health & Safety" and "Associated Students UCLA: Professional Employment Policies". You will be required to complete ASUCLA's "Conflict of Interest Disclosure Statement", and to sign your agreement to adhere to ASUCLA's "Conflict of Interest" policies and procedures. Additionally, there may be some departmental policies and procedures you will be asked to read and sign.

ASUCLA is unable to employ you or to continue your employment if you do not agree to sign all hiring documents.

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

Employees who wish to pursue resolution of concerns or complaints arising out of employment or termination of employment shall follow ASUCLA's Complaint Resolution Procedures. ASUCLA's Grievance Procedures are outlined in detail later in this handbook.

Current "regularly" enrolled UCLA students are not eligible for professional employment with ASUCLA.

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

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

Regular status professional employees may utilize ASUCLA's "Complaint Procedures" policy to request reconsideration of ineligibility for rehire.



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

<b>#106</b>	<b>1 of 13</b>	<b>Supersedes:</b>	2/1/98 1/1/2001 5/15/2003 5/1/2004 8/1/2005 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2013 8/1/2015	<b>Effective:</b>	6/1/2018
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**Introduction**

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

**Non-Discrimination**

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

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

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

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

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

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## Sexual Harassment

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

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

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

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

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

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

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

## Sexual Violence

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

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

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**Abuse**

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

**Domestic Violence**

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

- Spouse
- Former spouse
- Cohabitant
- Former Cohabitant

Or someone with whom the abuser has:

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

**Dating Violence**

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

**Sexual Assault**

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

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

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## Consent

### Consent is:

- **Informed**

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

- **Voluntary**

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

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

- **Revocable**

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

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

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

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

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

Consent cannot be given when a person is incapacitated.

A person cannot consent if he or she is:

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

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

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**Incapacitation**

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

States of incapacitation include, but are not limited to:

- Unconsciousness
- Sleep
- Blackouts

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

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

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

**Stalking**

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

**Reports, Inquiries & Complaints**

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

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

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

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

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

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

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

**False Reports**

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

**Retaliation**

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

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

**Time Limits**

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

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

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

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

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

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

Initial Assessment

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

Investigating and Resolving Reports of Prohibited Conduct

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

**A. Alternative Resolution**

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

**B. Formal Investigation**

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

**1. Notification**

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

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



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[2. Notice of Charges](#)

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

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

[3. Investigative Process](#)

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

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

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

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

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

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

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[4. Investigation Report and Finding](#)

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

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

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

[5. Notice of Investigation Outcome](#)

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

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

The notice of investigation outcome will include:

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

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

- A description of the process for deciding whether and what discipline to impose, including a statement that ASUCLA will propose a resolution, which may include corrective action as defined by Policy No. 701, or dismissal in accordance with Policy No. 906, and that the proposal will be subject to review and approval by ASUCLA's Executive Director;
- A statement that the complainant and the respondent will be informed of the final resolution of the matter, including any discipline imposed, and a statement of the anticipated timeline.

**Continued ... "NON-DISCRIMINATION"**

<b>#106</b>	<b>11 of 13</b>	<b>Supersedes:</b>	2/1/98 1/1/2001 5/15/2003 5/1/2004 8/1/2005 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2013 5/1/2015 8/1/2015	<b>Effective:</b>	6/1/2018
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[6. Timeframe for Completion of Investigation; Extension for Good Cause](#)

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

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

[Assessment and Consultation](#)

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

[A. Opportunity to Respond](#)

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

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

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

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

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

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

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

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Corrective and Other Actions

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

A. Decision Approval and Implementation

1. No Further Action

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

2. Action Not Requiring Notice of Intent

ASUCLA Human Resources may propose corrective or remedial actions that do not amount to corrective action as defined by Policy No. 701 or dismissal under Policy No. 906. The proposed actions will be reviewed by ASUCLA’s Executive Director for approval.

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

3. Notice of Intent

ASUCLA Human Resources may propose to issue a notice of intent to institute corrective action in accordance with Policy No. 701 or notice of intent to dismiss in accordance with Policy No. 906.

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

Following the provision of a notice of intent, corrective action will be taken in accordance with Policy No. 701 and/or actions to dismiss will be taken in accordance with Policy No. 906. The terms of the implemented action and its rationale will be promptly communicated to both the complainant and the respondent.

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

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

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

**Continued ... "NON-DISCRIMINATION"**

<b>#106</b>	<b>13 of 13</b>	<b>Supersedes:</b>	2/1/98 1/1/2001 5/15/2003 5/1/2004 8/1/2005 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2013 5/1/2015 8/1/2015	<b>Effective:</b>	6/1/2018
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[Process Following Action Taken](#)

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

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

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

<b>#111</b>	<b>1 of 1</b>	<b>Supersedes:</b>	1/1/2001	<b>Effective:</b>	8/1/2003
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ASUCLA undertakes affirmative action for underutilized minorities and women, for persons with disabilities, and for covered veterans. *(Covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.)*

In so doing, ASUCLA's objectives are to:

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

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

<b>#116</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	5/1/2002
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ASUCLA provides reasonable accommodation to otherwise qualified employees who are disabled or become disabled and need assistance to perform the essential functions of their positions.

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

### **Trial Employment**

A disabled regular status employee or a regular status employee who has been medically separated may be placed in a position on a trial employment basis for a period not to exceed one year to determine if s/he is capable of performing the essential duties of the position, with or without accommodation.

### **Special Selection**

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

### **Disability Retirement**

A retiree who is receiving disability benefits from a retirement system to which the University contributes is eligible for trial employment and special reemployment for 3 years from the date benefits commenced. If the retiree is rehired within this period, a break in service does not occur.

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

<b>#121</b>	<b>1 of 3</b>	<b>Supersedes:</b>	1/1/2001 5/1/2004 8/1/2005 7/1/2007	<b>Effective:</b>	10/1/2010
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ASUCLA employees are expected to exercise integrity, professionalism and discretion when conducting business directly or indirectly related to ASUCLA. Activities that conflict with the interests of ASUCLA must be avoided in all circumstances, including:

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

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

**Conflict of Interest Disclosure**

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

In addition, regular status professional employees will be required to complete ASUCLA's "Conflict of Interest Statement":

- Upon hire.
- Annually, in conjunction with ASUCLA's Performance Review process.

**Immediate Family**

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

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



<b>#121</b>	<b>2 of 3</b>	<b>Supersedes:</b>	1/1/2001 5/1/2004 8/1/2005 7/1/2007	<b>Effective:</b>	10/1/2010
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**Guidelines**

**1) Financial Conflict of Interest:**

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

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

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

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

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

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

**2) Consulting & Dual Employment:**

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

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

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

#121	3 of 3	Supersedes:	1/1/2001 5/1/2004 8/1/2005 7/1/2007	Effective:	10/1/2010
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### 3) Relations with Outside Entities:

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

ASUCLA employees and/or their immediate family member(s) are prohibited from:

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

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

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

### **Corrective Action**

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

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

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

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

#123	1 of 1	Supersedes:	N/A	Effective:	7/1/2008
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### Whistle Blowing Activities

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

### Procedures and Confidentiality for Reporting Whistle Blowing Activities

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

### Non-Retaliation

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

An ASUCLA employee may not:

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

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

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

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

<b>#126</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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Methods, procedures, processes, program software, documents, designs or products uniquely developed for ASUCLA by an employee compensated for their development belong to ASUCLA, and not to the employee. ASUCLA employees must agree to submit these to ASUCLA's control, and to surrender them at separation of employment, if not before. If material or information has been uniquely developed for ASUCLA and has potential commercial value, it is appropriate that ASUCLA produce the item commercially or license others to do so.

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

### **Duplication**

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

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

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

### **Consulting Engagements**

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

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

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

### **Confidential Information**

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

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

<b>#131</b>	<b>1 of 1</b>	<b>Supersedes:</b>	None	<b>Effective:</b>	4/1/98
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ASUCLA employees are not authorized to respond to inquiries from media representatives without the express authorization of ASUCLA's Executive Director or designee.

All inquiries from media representatives are to be referred to ASUCLA's Executive Director's Office at 310/825-8011.

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

<b>#132</b>	<b>1 of 1</b>	<b>Supersedes:</b>	5/15/2003	<b>Effective:</b>	8/1/2005
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Any summons, subpoenas or other legal matters should be referred to ASUCLA’s Executive Director’s Office at 310/825-8011.

The Executive Office should not accept service of any summons, subpoenas or lawsuits, but should request a copy and refer the serving party to:

The Regents of The University of California  
Office of the President  
1111 Franklin Street, 8<sup>th</sup> Floor  
Oakland, California 94607-5200

Attention: Office of the General Counsel

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"SUBSTANCE ABUSE IN THE WORK PLACE"**

<b>#136</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003 7/1/2008	<b>Effective:</b>	5/1/2009
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Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use, purchase, or sale; of alcohol, illegal drugs, controlled substances, other intoxicants, or related paraphernalia; while engaged in ASUCLA business in or outside the work place, on ASUCLA and University premises, and at official ASUCLA and University functions.

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

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

ASUCLA recognizes dependency on alcohol and other drugs as a treatable condition, and encourages employee use of counseling and referral services offered through the Staff and Faculty Counseling Center. Additionally, employees are encouraged to explore through ASUCLA's HR Division Area Manager other support services for substance dependency that may be available through group insurance plans. Discussions with the Staff and Faculty Counseling Center and ASUCLA's HR Division Area Manager conform to confidentiality rights of clients and employees as defined by Federal and State laws, and ASUCLA policies/procedures.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"PRIVACY"**

<b>#141</b>	<b>1 of 1</b>	<b>Supersedes:</b>	10/23/91	<b>Effective:</b>	4/1/98
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The State of California Information Practices Act of 1977 (effective July, 1978) requires the following information be provided to individuals asked to supply information about themselves:

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



<b>#146</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	7/1/21
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The Human Resources Department maintains a confidential Employment File for each employee consisting of official documents related to your employment and job performance. This file is the Association’s official record and is available only to management and Human Resources staff in transacting promotions, transfers and other employment related matters. You may also review your file, and obtain copies of any documents in it that you have signed.

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

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

<b>#151</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 5/1/2004	<b>Effective:</b>	7/1/2013
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Smoking is not permitted in any ASUCLA facility, including in employees' personal offices.

Employees interested in seeking assistance to stop smoking are encouraged to contact the campus' Staff and Faculty Counseling Center at 310/794-0245.

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

<b>#156</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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Your department has established its own standards for work place appearance which it will review with you. In areas where there is a high degree of contact with the public or general campus community, you will likely be required to wear professional business attire, or you may be required to wear some type of uniform clothing. In other areas, there may be health and safety issues that require you to wear special clothing (e.g., long pants, head coverings, back supporting belts). There are areas where thongs and any sandals or footwear that do not provide protective covering to the foot are not permitted.

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

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"FAMILY & PERSONAL RELATIONSHIPS"**

<b>#161</b>	<b>1 of 1</b>	<b>Supersedes:</b>	5/1/96 4/1/98	<b>Effective:</b>	7/1/2007
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The employment of family members or individuals involved in close personal relationships is not permitted where potential exists for conflict of interest, including under the following circumstances:

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

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

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

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

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

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

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

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"ATTENDANCE"**

<b>#166</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001	<b>Effective:</b>	8/1/2003
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Attendance is considered an important part of overall job performance since loss of time is detrimental to the efficient operation of ASUCLA and the accomplishment of each employee's job responsibilities.

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

**Notification of Absence or Tardiness**

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

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

**Excessive Absences**

Excessive absences may result in the following corrective actions:

Supervisors/managers may request a Doctor's written excuse for absences.

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

\* An absence "occurrence" may be defined as:

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

#166	2 of 2	Supersedes:	4/1/98 1/1/2001	Effective:	8/1/2003
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### Excessive Tardiness

Excessive tardiness may result in the following corrective actions:

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

**\* Tardiness is defined as:**

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

### Unnotified Absences

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

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

<b>#171</b>	<b>1 of 1</b>	<b>Supersedes:</b>	5/27/93	<b>Effective:</b>	4/1/98
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If you will be driving on the job at least one day per week, you will be enrolled in the California State DMV Pull Notice System. This system reviews and tracks your California driving record to ensure you qualify for a position with driving duties. Your supervisor or manager will advise you if you are to be enrolled.

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"SOLICITATION"**

<b>#176</b>	<b>1 of 1</b>	<b>Supersedes:</b>	5/1/96	<b>Effective:</b>	4/1/98
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Occasionally, employees are engaged in some form of private enterprise, volunteer fund raising, or special interest group that they wish to promote to co-workers. Employees are not permitted to engage in the promotion of such activities during their regular work hours, nor to interrupt others while they are at work. The distribution of flyers that promote such activities on work premises is also prohibited. Employees who do not comply may receive corrective action up to and including dismissal.

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

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



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

<b>#181</b>	<b>1 of 1</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	4/1/98
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Employees who write personal checks to ASUCLA in exchange for merchandise or services are responsible for ensuring that there are sufficient funds to cover the amount of purchase.

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

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

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

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

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

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

# 200'S SECURITY, LOSS PREVENTION & SAFETY



<b>Security &amp; Loss Prevention</b> _____	<b>#201</b>
Security HOTline	
Awards for "HOT TIPS"	
<b>Inspections &amp; Monitoring</b> _____	<b>#206</b>
<b>Use of ASUCLA Equipment, Supplies &amp; Resources</b> _____	<b>#211</b>
<b>Data Security</b> _____	<b>#216</b>
<b>Investigations</b> _____	<b>#221</b>
<b>Safety</b> _____	<b>#226</b>
<b>Emergency Procedures</b> _____	<b>#231</b>
<b>Work Place Violence</b> _____	<b>#236</b>

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

<b>#201</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 8/1/2003	<b>Effective:</b>	8/1/2006
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The following lists some policies and procedures that provide defense against loss/theft, and apply to all ASUCLA employees. This list is not intended to be all inclusive. In addition, your department may inform you of other policies and procedures they have implemented. Failure to adhere to ASUCLA and department security policies and procedures will result in corrective action, up to and including immediate dismissal. Violations should be reported immediately to your supervisor/manager, or to the Security/Loss Prevention Department.

#### **Badges**

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

#### **Personal Belongings**

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

#### **Merchandise Holds**

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

#### **Employee Discount**

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

#### **Refunds**

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

#### **Voids**

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

#### **Receipts**

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

#### **Overs & Shorts**

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

#### **Pricing**

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

#### **Registers**

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

#### **Entering & Exiting**

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

#### **Cashiering**

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

<b>#201</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 8/1/2003	<b>Effective:</b>	8/1/2006
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**Wearing/Use of Store Merchandise**

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

**Employees as Customers**

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

**Suspicious Activities**

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

**ASUCLA's Security**

**310/206-0757**

**310/206-1817**

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

**\$\$ Awards for "HOT TIPS"**

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

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

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

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

<b>#206</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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All packages, parcels, bags, and backpacks being removed from ASUCLA property by ASUCLA employees are subject to inspection.

ASUCLA also reserves the right to conduct searches or inspections of employees' electronic data files, work areas including desks and files, and personal belongings in circumstances where these measures are deemed warranted.

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

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

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:**

**“USE OF ASUCLA EQUIPMENT, SUPPLIES & RESOURCES”**

<b>#211</b>	<b>1 of 2</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	1/1/2001
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Equipment, supplies and other resources are provided to ASUCLA departments for the administration of the Association’s business activities.

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

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

### **Telephones**

The following are prohibited:

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

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

### **E-Mail**

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

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

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

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

<b>#211</b>	<b>2 of 2</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	1/1/2001
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### **Photocopiers, Facsimile ("FAX") Machines, Computer Printers & Other Equipment**

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

### **Supplies**

The following are prohibited:

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

### **ASUCLA Resources**

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

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

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

<b>#216</b>	<b>1 of 1</b>	<b>Supersedes:</b>	2/1/97 4/1/98 1/1/2001 7/1/2009	<b>Effective:</b>	5/1/2015
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Company and non-company personnel using the computing and communications network are responsible for compliance with these data security standards and guidelines to prevent accidental or intentional unauthorized use, disclosure, modification or destruction of data and programs. This includes all remote access through authorized ASUCLA communications devices and processes. Unauthorized connectivity is not permitted. All users are individually responsible for reviewing the security standards that are specifically applicable. Serious and/or repeated violations of these data security standards and guidelines will result in corrective action, up to and including immediate dismissal.

### **Protection of Equipment and Data**

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

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

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

Do not install unknown or unsolicited programs on computers.

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

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

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

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

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

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

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



#216	1 of 2	Supersedes:	2/1/97 4/1/98 1/1/2001 7/1/2009	Effective:	5/1/2015
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Because information contained on portable computers is especially vulnerable, special care should be exercised. Laptops are to be protected in accordance with the ASUCLA IT Security Policies, including personal firewalls.

### Passwords

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

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

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

### Transmission or Reception of Data

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

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

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

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

### Personal Data

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

### E-Mail

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"INVESTIGATIONS"**

<b>#221</b>	<b>1 of 1</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	4/1/98
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From time to time, ASUCLA will be required to conduct internal investigations in order to verify compliance with laws, regulations, and policies/procedures. Investigations may also take place as a measure to resolve employee concerns and/or complaints related to their employment or the work place.

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

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

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

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"SAFETY"**

<b>#226</b>	<b>1 of 3</b>	<b>Supersedes:</b>	4/1/98 7/1/2008 5/1/2009 7/1/2013	<b>Effective:</b>	7/1/2021
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ASUCLA makes every effort to provide safe working conditions free from hazards which could lead to injury to our employees and customers, or to property damage. Every ASUCLA employee has an important place in safety and accident prevention and is expected to cooperate fully with established safety measures. Failure to do so may result in corrective action, up to and including dismissal. This includes:

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

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

### **General Safety Guidelines**

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

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

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

### Office and Computer Safety

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

### Housekeeping

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

### Safe Fire Response

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

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

### Safe Evacuation

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

### Seat Belts

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

#226	3 of 3	Supersedes:	4/1/98 7/1/2008 5/1/2009 7/1/2013	Effective:	7/1/2021
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### Hands Free Devices

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

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

### Injury or Illness on the Job

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

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

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

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

### Treating Physician/Professional

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

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

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

<b>#231</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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ASUCLA has developed detailed guidelines for its employees in the event of a disaster or emergency such as an earthquake, fire, hazardous materials spill or civil disorder. These emergency procedures may be maintained by Division Heads, and can be located from your PC, as follows:

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

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

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

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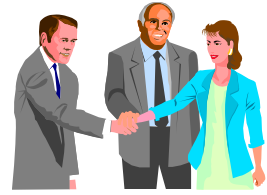
ASUCLA is committed to providing and maintaining an environment that is free of intimidation from acts or threats of violent behavior. Such behavior is not only a violation of ASUCLA policy, it is prohibited by law.

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

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

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

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



<b>Employee Status Types</b>	<b>#301</b>
<b>Employment Actions</b>	<b>#306</b>
Hire & Rehire	
Transfer	
Promotion	
Reclassification	
Equity Adjustment	
Demotion	
Separation	
Extension of Limited Appointment	
<b>Recruitment</b>	<b>#311</b>
<b>Application Procedures</b>	<b>#316</b>
Eligibility	
Job Postings	
<b>Selection</b>	<b>#321</b>



**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"EMPLOYEE STATUS TYPES"**

<b>#301</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002	<b>Effective:</b>	5/15/2003
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### **Regular Status Professional Employees ("Professionals")**

Regular status professional employee is an employee who is not required to serve a probationary period or an employee who has successfully completed the required probationary period and any extension thereof.

### **Limited Appointments Employees ("Limited Appointments")**

Limited Appointments employees are hired for a specific term of employment of less than 1,000 hours in a 12 month period, to assist with project work or short term operating needs.

Note:

In addition, a Limited Appointment shall be designated as a Regular Status Professional when they attain 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days.

Qualifying service includes all time on pay status in one or more limited appointments. On call and overtime hours shall not be included as pay status hours when computing qualifying service.

Regular Status Professional Employee designation shall be effective the first of the month following the attainment of 1,000 hours of qualifying service.

### **Probationary Status Professional Employees**

Professional employees of ASUCLA serve a probation period that concludes on the first of the month following 6 months of continuous service, as follows:

- At time of initial hire.
- When rehired following a break in service, whether or not a probation period was previously served.

The probation period provides supervisors and managers an opportunity to observe employees' work performance and general suitability for ASUCLA employment.

### [Effects of Leaves of Absence](#)

Time on leave, with or without pay, does not qualify towards the conclusion of the probation period.

When a probationary status employee returns from leave, the probation period will be extended to provide the supervisor and manager appropriate opportunity to observe the employee's work performance and general suitability for ASUCLA employment (see "Extension of Probation Period", below)

### [Effects of Limited Appointment Status](#)

Limited Appointments are credited 1000 hours towards completion of the 6 month probation period when they have worked at least 1,000 hours in a calendar year.

<b>#301</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002	<b>Effective:</b>	5/15/2003
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[Extension of Probation Period](#)

Probation periods may be extended to provide supervisors and managers with appropriate opportunity to observe employees' work performance and general suitability for ASUCLA employment.

The extension will not exceed 6 consecutive months of service.

Employees will receive written confirmation that the probation period has been extended, which will include the following information:

- The duration of the extension.
- The reason(s) for the extension.

Extension of probation periods require approval of the operating Division Director and Director of Human Resources & Payroll.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"EMPLOYMENT ACTIONS"**

<b>#306</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001	<b>Effective:</b>	5/15/2003
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**Hire**

Placement of an individual who is not currently employed with ASUCLA into an open professional or limited appointment position.

**Rehire**

Any return to pay status of a person following a break in service.

**Employee Status Change**

Movement of a current ASUCLA employee from limited appointment to professional employment, or vice-versa.

**Lateral Transfer**

A move to a different department without change of job classification or pay range.

**Promotion**

A move to a higher job classification as the result of a significant increase in job responsibilities (see "ASUCLA's Title & Pay Plan").

**Reclassification**

An upward or downward move to another job classification without change to job responsibilities (see "ASUCLA's Title & Pay Plan").

**Wage Adjustment**

A change to pay rate without change to job classification (see "ASUCLA's Title & Pay Plan").

**Demotion**

A move to a lower job classification as the result of a significant decrease in job responsibilities (see "ASUCLA's Title & Pay Plan").

**Separation**

Removal of an employee from ASUCLA employment.

**Extension of Limited Appointment**

A request to extend a limited appointment employee's term of employment beyond the originally approved separation date.

**Extension of Probationary Status**

A request to extend a professional employee's probationary period beyond the original completion date.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"RECRUITMENT"**

<b>#311</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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As appropriate, ASUCLA recruits from both within and outside its work force to obtain qualified applicants. This may include posting openings, employment advertising, and other activities aimed at generating a qualified applicant pool.

To support professional progress of qualified internal applicants, internal recruitment may be strictly utilized.

### **Exceptions to Recruitment**

Recruitment may be waived under the following circumstances:

- Promotion, demotion or lateral transfer of an employee within the same organizational unit.
- Lateral transfer of an employee due to reorganization.
- Transfer or reemployment of an employee in accordance with policies on "Reasonable Accommodation", "Medical Separation", "Family & Medical Leave", "Pregnancy Disability Leave".
- Appointment of a qualified employee who has become disabled.
- Appointment of a laid-off employee with recall rights.
- Appointment of a qualified laid-off employee with preference for reemployment or transfer rights.
- Appointment of an employee whose responsibilities or title have changed as a result of reorganization or reassignment of functions.
- When an employee's position is reclassified.
- When hiring an incumbent limited appointment to a regular status professional position when the limited appointment was recruited through an open recruitment process.
- When recruitment would adversely impinge on critical business needs.

Recruitment waivers require the advance written approval of ASUCLA's Director of Human Resources & Payroll and Executive Director.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“APPLICATION PROCEDURES”**

<b>#316</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003 7/1/2008 5/1/2009 7/1/2011	<b>Effective:</b>	7/1/2021
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**Current Professional Employees**

Must apply online at <https://asucla.ucla.edu/get-a-job/policies/career-policies/>

With reasonable notice, professional employees shall be granted an appropriate amount of time off with pay to interview for professional ASUCLA positions.

**Graduated Student Employees**

Must apply online at <https://asucla.ucla.edu/get-a-job/policies/career-policies/>

With reasonable notice, current graduated student employees shall be granted an appropriate amount of time off with pay to interview for professional ASUCLA positions.

**All External Applicants**

Must apply online at <https://asucla.ucla.edu/get-a-job/policies/career-policies/>

External applicants who are interviewed will be required to complete an Application for Professional Employment form at that time.

**Eligibility**

In general, external and internal individuals are encouraged to apply for professional positions at ASUCLA when they are qualified:

- Current professional employees who have received formal corrective action are not eligible to apply for promotion or transfer for 6 months following the last corrective action received.
- Please refer to ASUCLA’s policy on “Conditions of Employment” for a description of other circumstances affecting eligibility for employment with ASUCLA.

Interested external and internal individuals should carefully review all position requirements described in employment advertisements and job postings to determine if they are qualified.

<b>#316</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003 7/1/2008 5/1/2009 7/1/2011	<b>Effective:</b>	7/1/2021
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**Job Postings**

Open positions requiring recruitment (see "Recruitment") will be posted and may be viewed at <https://asucla.ucla.edu/get-a-job/>

Regular status professional positions are posted for at least 10 working days before an offer of employment may be extended and remain posted until filled.

Limited appointment positions need not be posted unless recruitment is required. When recruitment is required, limited appointment positions are posted for at least one week before an offer of employment may be extended and remain posted until filled.

To maximize their opportunities to be interviewed if deemed qualified, current professional and graduated student employees of ASUCLA are encouraged to apply for positions of interest during the posting period.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"SELECTION"**

<b>#321</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001	<b>Effective:</b>	7/1/2012
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Selection for any position at ASUCLA is based on job related methods and criteria.

Candidates will be selected who, in the judgment of ASUCLA's Human Resources Division and hiring managers, possess the qualifications and competencies to perform the duties of a position most effectively.

### **Administrative Guidelines**

In general, ASUCLA's Human Resources Division screens external and internal applications and resumes to ensure qualifications are met and invites those candidates who are most qualified to interview.

Human Resources refers candidates to the hiring supervisor/managers if they have demonstrated during their interview that they possess the qualifications and competencies to perform a job effectively.

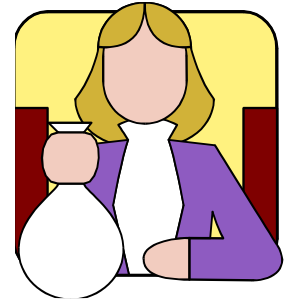
Current employee candidates (professional and graduated student) may be interviewed first by the hiring department supervisor and are notified by Human Resources or by their department supervisor when they have not been selected for interview.

### **Background Investigations**

As a condition of employment, ASUCLA requires that job-related background investigations be conducted for all candidates under consideration for employment, and when deemed appropriate due to the nature of the new position, for employees who are under consideration for promotion, reclassification or transfer.

Background investigations may include but not be limited to independent research of: past employment, education, criminal history, and credit history. This includes contacting references and any other persons who may be able to provide information; contacting both public and private organizations; and reviewing records maintained by any of these persons/entities. All ASUCLA Career Employees will be fingerprinted upon hire except AFSCME Food employees. Candidates for employment, new hires, and current employees shall release ASUCLA from any and all liability, claims or lawsuits relating to ASUCLA's research into and/or use of any and all background information; and agree to defend, indemnify and hold harmless ASUCLA from any and all liability claims or lawsuits which may result from ASUCLA's research into background, and from actions ASUCLA takes as a result of its research. Failure to reveal any prior employment within the past 10 years and/or providing any false or misleading information on employment forms and related hiring documents may be considered cause for refusal of employment or, if employed, dismissal.

# 400's COMPENSATION



<b>ASUCLA's Title &amp; Pay Plan</b> _____	<b>#401</b>
Classifications & Pay Ranges _____	#401-A
Abbreviations & Terms _____	#401-F
Pay Increases & Adjustments _____	#401-J
<b>Pay Status</b> _____	<b>#406</b>
Exempt & Non-exempt _____	
<b>Time &amp; Attendance Records</b> _____	<b>#411</b>
Exempt, Non-exempt & Limited Appointment Employees _____	
<b>Timekeeping</b> _____	<b>#413</b>
<b>Paychecks</b> _____	<b>#416</b>
Pay Days _____	
The "Work Week" _____	
Automatic Deposit _____	
Paycheck Errors _____	
<b>Breaks &amp; Meal Periods</b> _____	<b>#421</b>
<b>Special Pay</b> _____	<b>#426</b>
Overtime Hours _____	
Overtime Pay _____	
Compensatory Time Off ("CTO") _____	
"Report-In" Pay _____	
"Standby" Pay _____	
"Callback" Pay _____	
Travel Time _____	
Blood Drives _____	
Shift Differential _____	
Advances on Pay & Vacation _____	
<b>Garnishments of Pay</b> _____	<b>#431</b>



**ASUCLA's PROFESSIONAL TITLE & PAY PLAN**  
**"CLASSIFICATIONS & PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Staff Classifications**

	<b>Rate</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Status</b>
	<b>Range</b>				
<b>Senior Clerk</b>	MO	\$2,923	\$4,385	\$5,846	NON-EX
Job Code 7231	HR	\$16.80	\$25.20	\$33.60	UEP 4672
Grade 1	YR	\$35,078	\$52,618	\$70,157	
<b>Administrative Clerk</b>	MO	\$2,923	\$4,385	\$5,846	NON-EX
Job Code 7231	HR	\$16.80	\$25.20	\$33.60	UEP 4724
Grade 2	YR	\$35,078	\$52,618	\$70,157	
<b>Administrative Assistant I</b>	MO	\$3,081	\$4,622	\$6,162	NON-EX
Job Code 7231	HR	\$17.71	\$26.56	\$35.42	UEP 4724
Grade 3	YR	\$36,975	\$55,462	\$73,950	
<b>Administrative Assistant II</b>	MO	\$3,235	\$4,853	\$6,471	NON-EX
Job Code 7231	HR	\$18.59	\$27.89	\$37.19	UEP 4723
Grade 4	YR	\$38,824	\$58,235	\$77,647	
<b>Administrative Assistant III</b>	MO	\$3,559	\$5,338	\$7,118	NON-EX
Job Code 7231	HR	\$20.45	\$30.68	\$40.91	UEP 4722
Grade 5	YR	\$42,706	\$64,059	\$85,412	
<b>Photographer</b>	MO	\$3,558	\$5,337	\$7,116	NON-EX
Job Code 6219	HR	\$20.45	\$30.67	\$40.90	UEP 6223
Grade 1	YR	\$42,697	\$64,045	\$85,393	
<b>Sr. Photographer</b>	MO	\$3,558	\$5,337	\$7,116	NON-EX
Job Code 6219	HR	\$20.45	\$30.67	\$40.90	UEP 6222
Grade 2	YR	\$42,697	\$64,045	\$85,393	
<b>Principal Photographer</b>	MO	\$3,558	\$5,337	\$7,116	NON-EX
Job Code 6219	HR	\$20.45	\$30.67	\$40.90	UEP 6221
Grade 3	YR	\$42,697	\$64,045	\$85,393	
<b>Service Area Supervisor I</b>	MO	\$3,081	\$4,622	\$6,162	NON-EX
Job Code 4727	HR	\$17.71	\$26.56	\$35.42	UEP 4728
Grade 1	YR	\$36,975	\$55,462	\$73,950	
<b>Service Area Supervisor II</b>	MO	\$3,235	\$4,853	\$6,471	NON-EX
Job Code 4727	HR	\$18.59	\$27.89	\$37.19	UEP 4727
Grade 2	YR	\$38,824	\$58,235	\$77,647	
<b>Service Area Supervisor III</b>	MO	\$3,559	\$5,338	\$7,118	NON-EX
Job Code 4727	HR	\$20.45	\$30.68	\$40.91	UEP 4727
Grade 3	YR	\$42,706	\$64,059	\$85,412	

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Staff Classifications**

<b>Facilities Worker</b> Job Code 8218	MO HR YR	\$5,270.90 \$30.29 \$63,250.74	NON-EX UEP 8218 Represented Teamsters
<b>Facilities Mechanic</b> Job Code 8217	MO HR YR	\$6,029.10 \$34.65 \$72,349.20	NON-EX UEP 8219 Represented Teamsters
<b>Lead Facilities Mechanic</b> Job Code 8216	MO HR YR	\$6,478.54 \$37.23 \$77,742.50	NON-EX UEP 8220 Represented Teamsters
<b>Painter</b> Job Code 8106	MO HR YR	\$7,561.95 \$43.46 \$90,743.44	NON-EX UEP 8220 Represented Teamsters
<b>Carpenter</b> Job Code 8110	MO HR YR	\$7,706.29 \$44.29 \$92,475.43	NON-EX UEP 8220 Represented Teamsters
<b>Food Service Mechanic</b> Job Code 8201	MO HR YR	\$8,406.03 \$48.31 \$100,872.32	NON-EX UEP 8220 Represented Teamsters
<b>Service Engineer</b> Job Code 8238	MO HR YR	\$9,975.42 \$57.33 \$119,705.04	NON-EX UEP 8220 Represented Teamsters
<b>Electrician</b> Job Code 8138	MO HR YR	\$8,488.24 \$48.78 \$101,858.90	NON-EX UEP 8220 Represented Teamsters
<b>Plumber</b> Job Code 8258	MO HR YR	\$8,488.24 \$48.78 \$101,858.90	NON-EX UEP 8220 Represented Teamsters

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Staff Classifications**

	Step	Monthly		Years	Status
		Rate	Rate	Experience	
		Range			
<b>Security Guard</b>  Job Code 5327	1	\$ 19.17	\$ 3,335.58	0 - 2	NON-EX
	2	\$ 19.54	\$ 3,399.96	>2 - 4	UEP 5327
	3	\$ 19.93	\$ 3,467.82	>4 - 6	Represented
	4	\$ 20.32	\$ 3,535.68	>6 - 8	AFSCME
	5	\$ 20.74	\$ 3,608.76	>8 - 10	
	6	\$ 21.15	\$ 3,680.10	>10 - 12	
	7	\$ 21.59	\$ 3,756.66	>12 - 14	
	8	\$ 21.98	\$ 3,824.52	>14 - 16	
	9	\$ 22.43	\$ 3,902.82	>16 - 18	
	10	\$ 22.89	\$ 3,982.86	>16 - 18	
	11	\$ 23.33	\$ 4,059.42	>20 - 22	
	12	\$ 23.79	\$ 4,139.46	>22 - 24	
	13	\$ 24.29	\$ 4,226.46	>24 - 26	
	14	\$ 24.76	\$ 4,308.24	>26 - 28	
	15	\$ 25.25	\$ 4,393.50	>28 - 30	
<b>Senior Security Guard</b>  Job Code 5326	1	\$ 20.64	\$ 3,591.36	0 - 2	NON-EX
	2	\$ 21.06	\$ 3,664.44	>2 - 4	UEP 5326
	3	\$ 21.49	\$ 3,739.26	>4 - 6	Represented
	4	\$ 21.90	\$ 3,810.60	>6 - 8	AFSCME
	5	\$ 22.35	\$ 3,888.90	>8 - 10	
	6	\$ 22.81	\$ 3,968.94	>10 - 12	
	7	\$ 23.26	\$ 4,047.24	>12 - 14	
	8	\$ 23.69	\$ 4,122.06	>14 - 16	
	9	\$ 24.16	\$ 4,203.84	>16 - 18	
	10	\$ 24.69	\$ 4,296.06	>18 - 20	
	11	\$ 25.15	\$ 4,376.10	>20 - 22	
	12	\$ 25.65	\$ 4,463.10	>22 - 24	
	13	\$ 26.16	\$ 4,551.84	>24 - 26	
	14	\$ 26.71	\$ 4,647.54	>26 - 28	
	15	\$ 27.21	\$ 4,734.54	>28 - 30	

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Staff Classifications**

<b>Step</b>	<b>Rate</b>	<b>Monthly Rate</b>	<b>Years Experience</b>	<b>Status</b>
<b>Range</b>				
1	\$ 18.90	\$ 3,288.60	0 - 2	NON-EX
2	\$ 19.28	\$ 3,354.72	>2 - 4	UEP 8487
3	\$ 19.67	\$ 3,422.58	>4 - 6	UEP 5652
4	\$ 20.06	\$ 3,490.44	>6 - 8	UEP 5524
5	\$ 20.47	\$ 3,561.78	>8 - 10	UEP 5116
6	\$ 20.87	\$ 3,631.38	>10 - 12	UEP 5651
7	\$ 21.28	\$ 3,702.72	>12 - 14	UEP 5523
8	\$ 21.71	\$ 3,777.54	>14 - 16	UEP 5650
9	\$ 22.16	\$ 3,855.84	>16 - 18	Represented
10	\$ 22.59	\$ 3,930.66	>18 - 20	AFSCME
11	\$ 23.02	\$ 4,005.48	>20 - 22	
12	\$ 23.50	\$ 4,089.00	>22 - 24	
13	\$ 23.97	\$ 4,170.78	>24 - 26	
14	\$ 24.43	\$ 4,250.82	>26 - 28	
15	\$ 24.91	\$ 4,334.34	>28 - 30	
<b><u>Job Code</u></b>				
Automotive Equipment Operator	8487			
Food Service Worker	5652			
Assistant Cook	5524			
Senior Custodian (Steps 14 max)	5116			
Senior Food Service Worker	5651			
Cook	5523			
Principal Food Service Worker	5650			

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Staff Classifications**

	<b>Step</b>	<b>Rate</b>	<b>Monthly Rate</b>	<b>Years Experience</b>	<b>Status</b>
			<b>Range</b>		
<b>Senior Cook Job Code 5522</b>	1	\$ 19.24	\$ 3,347.76	0 - 2	NON-EX
	2	\$ 19.64	\$ 3,417.36	>2 - 4	UEP 5522
	3	\$ 20.04	\$ 3,486.96	>4 - 6	Represented
	4	\$ 20.42	\$ 3,553.08	>6 - 8	AFSCME
	5	\$ 20.85	\$ 3,627.90	>8 - 10	
	6	\$ 21.26	\$ 3,699.24	>10 - 12	
	7	\$ 21.68	\$ 3,772.32	>12 - 14	
	8	\$ 22.15	\$ 3,854.10	>14 - 16	
	9	\$ 22.57	\$ 3,927.18	>16 - 18	
	10	\$ 23.00	\$ 4,002.00	>18 - 20	
	11	\$ 23.50	\$ 4,089.00	>20 - 22	
	12	\$ 23.96	\$ 4,169.04	>22 - 24	
	13	\$ 24.43	\$ 4,250.82	>24 - 26	
	14	\$ 24.87	\$ 4,327.38	>26 - 28	
	15	\$ 25.39	\$ 4,417.86	>28 - 30	

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Manager & Professional Classifications**

	<b>Rate</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Status</b>
		<b>Range</b>			
<b>Service Area Manager I</b> Job Code 7235	MO	\$3,958	\$5,938	\$7,917	EX
	HR	\$22.75	\$34.12	\$45.50	UEP PSS1
	YR	\$47,500	\$71,250	\$95,000	
<b>Service Area Manager II</b> Job Code 7234	MO	\$4,156	\$6,234	\$8,313	EX
	HR	\$23.89	\$35.83	\$47.77	UEP PSS1
	YR	\$49,875	\$74,813	\$99,750	
<b>Service Area Manager III</b> Job Code 7236	MO	\$4,364	\$6,546	\$8,728	EX
	HR	\$25.08	\$37.62	\$50.16	UEP PSS2
	YR	\$52,369	\$78,553	\$104,738	
<b>Service Area Manager IV</b> Job Code 7241	MO	\$4,582	\$6,873	\$9,165	EX
	HR	\$26.33	\$39.50	\$52.67	UEP PSS3
	YR	\$54,987	\$82,481	\$109,974	
<b>Division Area Manager I</b> Job Code 7237	MO	\$5,040	\$7,561	\$10,081	EX
	HR	\$28.97	\$43.45	\$57.94	UEP PSS4
	YR	\$60,486	\$90,729	\$120,972	
<b>Division Area Manager II</b> Job Code 7238	MO	\$5,545	\$8,317	\$11,089	EX
	HR	\$31.87	\$47.80	\$63.73	UEP PSS5
	YR	\$66,534	\$99,802	\$133,069	
<b>Division Area Manager III</b> Job Code 7239	MO	\$6,099	\$9,148	\$12,198	EX
	HR	\$35.05	\$52.58	\$70.10	UEP PSS6
	YR	\$73,188	\$109,782	\$146,376	

**Continued ....**

**Continued .... "CLASSIFICATIONS AND PAY RANGES"**

<b>401-A</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/9/2017 6/1/2018 7/1/2019 7/1/2021 2/1/2022 6/1/2022 10/1/2022 1/1/2023	<b>Effective:</b>	07/01/2023
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**Director Classifications**

	<b>Rate</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Status</b>
		<b>Range</b>			
Director A	MO	\$6,709	\$10,063	\$13,418	EX
Job Code 245	HR	\$38.56	\$57.84	\$77.11	UEP MSP1
Grade K01	YR	\$80,507	\$120,760	\$161,013	
Director B	MO	\$7,380	\$11,070	\$14,760	EX
Job Code 245	HR	\$42.41	\$63.62	\$84.83	UEP MSP2
Grade K02	YR	\$88,557	\$132,836	\$177,115	
Director C	MO	\$8,118	\$12,177	\$16,236	EX
Job Code 245	HR	\$46.65	\$69.98	\$93.31	UEP MSP3
Grade K03	YR	\$97,413	\$146,120	\$194,826	
Director D	MO	\$8,930	\$13,394	\$17,859	EX
Job Code 245	HR	\$51.32	\$76.98	\$102.64	UEP MSP4
Grade K04	YR	\$107,154	\$160,732	\$214,309	
Director E	MO	\$10,269	\$15,403	\$20,538	EX
Job Code 245	HR	\$59.02	\$88.53	\$118.03	UEP MSP5
Grade K05	YR	\$123,228	\$184,841	\$246,455	
Director F	MO	\$11,809	\$17,714	\$23,619	EX
Job Code 245	HR	\$67.87	\$101.80	\$135.74	UEP MSP6
Grade K06	YR	\$141,712	\$212,568	\$283,423	
Director G	MO	\$14,171	\$21,257	\$28,342	EX
Job Code 245	HR	\$81.44	\$122.17	\$162.89	UEP MSP7
Grade K07	YR	\$170,054	\$255,081	\$340,108	
Executive Director	MO	\$17,005	\$25,507	\$34,010	EX
Job Code 451	HR	\$97.73	\$146.60	\$195.46	UEP MSP7
	YR	\$204,060	\$306,090	\$408,120	

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

<b>#401-F</b>	<b>1 of 1</b>	<b>Supersedes:</b>	11/1/97 5/15/2003	<b>Effective:</b>	7/1/2013
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**Code:**

Identifies a specific payroll classification.

**Title:**

The name of a specific payroll classification.

This is to be differentiated from a specific position's "Working Title".

**Rate:**

<b>MO</b>	= the monthly pay rate, which is the yearly pay rate ÷ by 12.
<b>HR</b>	= the hourly pay rate, which is the yearly rate ÷ by 2088.
<b>YR</b>	= the yearly pay rate.

**Pay Range:**

The range of compensation for any classification.

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

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

**Status:**

<b>EX</b>	= Exempt.
<b>NON-EX</b>	= Non-exempt.

**UEP:**

"University Equivalent Position", abbreviated.

The comparable University position code, where applicable.

<b>PSS</b>	= Professional & Support Staff.
<b>MSP</b>	= Management & Senior Professionals.



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

<b>#401-J</b>	<b>1 of 2</b>	<b>Supersedes:</b>	11/1/97 1/1/2001 5/1/2002 5/15/2003 5/1/2004 8/1/2006 7/1/2008 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2013 7/1/2014 5/1/2015 6/1/2019	<b>Effective:</b>	7/1/2021
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**General Provisions**

Employees are paid within the established "Minimum" and "Maximum" pay rates for their classification.

The hiring of individuals above midpoint of any range requires the advance approval of appropriate operating division Directors and the Director of Human Resources & Payroll.

Recently graduated student employees of ASUCLA are hired to professional positions at "Minimum" of the range. Exceptions require the advance approval of appropriate operating division Directors and the Director of Human Resources & Payroll.

An employee who is employed at 100% time shall not receive additional compensation for any work or services performed that are related to the employee's current position, regardless of the source or type of payments. (Payment for overtime earned by a non-exempt employee and wage/equity adjustments are not subject to this restriction.)

**Merit Increases**

Regular status professional employees are eligible for merit increases based on performance review ratings and the availability of funds.

Regular status professional employees who have reached the top of their pay ranges are not eligible for merit increases.

Merit increases are awarded annually, effective August 1.

Depending on when an employee is hired during a review cycle, merit increases may be prorated according to the following schedule:

<b>Month of Hire:</b>	<b>Merit Increase Effective Date:</b>	<b>Merit Increase Amount:</b>
August - December	August 1 <sup>st</sup>	<b>100%</b>
January	August 1 <sup>st</sup>	<b>58%</b>
February	August 1 <sup>st</sup>	<b>50%</b>
March	August 1 <sup>st</sup>	<b>42%</b>
April	August 1 <sup>st</sup>	<b>33%</b>
May	August 1 <sup>st</sup> of the following calendar year (up to 15 months)	<b>100%</b>
June	August 1 <sup>st</sup> of the following calendar year (up to 14 months)	<b>100%</b>
July	August 1 <sup>st</sup> of the following calendar year (up to 13 months)	<b>100%</b>

**Continued ... "PAY INCREASES & ADJUSTMENTS"**

<b>#401-J</b>	<b>2 of 2</b>	<b>Supersedes:</b>	11/1/97 1/1/2001 5/1/2002 5/15/2003 5/1/2004 8/1/2006 7/1/2008 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2013 7/1/2014 5/1/2015 6/1/2019	<b>Effective:</b>	7/1/2021
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### Promotional Increases

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

### Pay Adjustments

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

- When significantly additional work is assumed without change to classification.
- When temporarily assigned the responsibilities of a higher-level position.
- When compensation is not commensurate with the applicable labor market.
- In response to internal pay equity issues.

Pay adjustments are generally increases of 5%.

Pay adjustments may not exceed 25% in any given twelve (12) month period.

### Demotion or Downward Reclassification

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

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

### Range Adjustments

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

### Exceptions

Exceptions require written justification, and advance approval of the operating Division Director, the Director of Human Resources & Payroll, and ASUCLA's Executive Director.

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

<b>#406</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	8/1/2003
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**Exempt**

Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act minimum wage and overtime provisions.

Exempt employees are paid an established monthly pay rate, and are expected to fulfill the duties of their positions regardless of hours worked:

- They are not required to report actual hours worked, nor partial days off, on attendance reports.
- They are not eligible to receive overtime pay or Compensatory Time Off.

Exempt classifications are identified in ASUCLA's Title & Pay Plan.

**Non-Exempt**

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

Non-exempt employees are compensated for actual time worked:

- They are required to report actual hours worked and all time off (on the Kronos Timekeeping System).
- They are eligible to receive overtime pay or Compensatory Time Off.

Non-exempt classifications are identified in ASUCLA's Title & Pay Plan.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"TIME & ATTENDANCE RECORDS"**

<b>#411</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 8/1/2003	<b>Effective:</b>	8/1/2006
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### **Exempt Employees**

Exempt employees complete Associated Students, UCLA "Employee Attendance Report" to record:

- Paid Sick or Vacation Days.
- Paid Holiday Hours.
- Any time off due to Unpaid Leave of Absence.
- Any time off due to Jury Duty.

Exempt employees shall not record actual hours worked, nor partial days off.

### **Non-exempt Employees**

Non-exempt employees utilize the Kronos Timekeeping System (Workforce Central) for attendance recording of:

- Actual hours worked, including any overtime.
- Paid Holiday Hours
- Paid Vacation or Sick Hours
- Any Compensatory Time taken.
- Any time off due to Jury Duty.

### **Limited Appointments**

Exempt Limited Appointments complete Associated Students, UCLA "Employee Attendance Report".

Exempt Limited Appointments record:

- Paid Vacation or Sick Hours.
- Any time off due to Unpaid Leave of Absence.
- Any time off due to Jury Duty.

Exempt Limited Appointments paid hourly record:

- Actual time worked, including any hours over 40 per week.
- Paid Vacation or Sick Hours.
- Any time off due to Jury Duty.

Non-exempt Limited Appointments utilize the Kronos Timekeeping System (Workforce Central).

Non-exempt Limited Appointments record:

- Actual time worked, including any hours over 40 per week.
- Paid Vacation or Sick Hours.
- Any Compensatory Time taken.
- Any time off due to Jury Duty.

**Continued .... "TIME & ATTENDANCE RECORDS"**

<b>#411</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 8/1/2003	<b>Effective:</b>	8/1/2006
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**Time & Attendance Report Violations**

Failure to follow guidelines on completing time and attendance reports will result in corrective action, up to and including immediate dismissal.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:**  
**"TIMEKEEPING"**

<b>#413</b>	<b>1 of 1</b>	<b>Supersedes:</b>	8/1/2003	<b>Effective:</b>	8/1/2006
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All non-exempt employees are required to record time worked using the KRONOS timekeeping system. Paychecks are generated based on the hours reported worked from the KRONOS system by:

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

Employees are to immediately advise a Professional Supervisor or Manager in the event they neglect to 'swipe in or out'.

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

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

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

<b>#416</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2003 8/1/2006 9/1/2012 7/1/13 1/1/2018	<b>Effective:</b>	7/1/2021
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### Pay Days

Exempt Employees are paid on a monthly basis on the first day of the month following the pay period end.

When a pay day falls on a Saturday, Sunday or holiday, paychecks are distributed the previous regular work day except for payment of December which will be paid the first working day of January.

Non-exempt Employees are paid every other Wednesday.

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

When a pay day falls on a holiday, paychecks are distributed the previous regular workday.

### The "Work Week"

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

### Automatic Deposit

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

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

### Paycheck Errors

Employees are responsible for reviewing their pay carefully to verify the number of hours, rate paid and deductions taken. This should be done prior to cashing their paychecks or otherwise negotiating them.

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

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

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

<b>#421</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003	<b>Effective:</b>	7/1/2011
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Breaks and meal periods are scheduled by your supervisor based on the operating needs of the department, according to the following schedules:

<b>BREAKS ....</b>	
You may <b>not</b> combine 2 breaks to equal one, add breaks to a meal period, accumulate breaks for use another day, nor take breaks at the beginning or end of your work shift.	
<b>Hours Worked</b>	<b>Length of Break</b>
Under 3 ....	Not eligible
3 Hours and Over....	One 15 minute period for <u>each</u> 3 hours worked

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

**Meal Period Waivers**

Non-exempt employees are paid at their regular rates for meal periods under these conditions only:

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

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



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

<b>#426</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 7/1/2007	<b>Effective:</b>	8/1/2015
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**Overtime Hours**

In accordance with the Fair Labor Standards Act, when employees with non-exempt pay status work more than 40 hours in a single work week, they will be compensated with either:

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

Premium overtime pay and Comp Time applies only to hours actually worked, and excludes any hours on paid or unpaid leave.

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

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

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

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

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

**"Report-In" Pay**

Non-exempt employees will be paid for a minimum of 2 hours at their regular rates when they are scheduled to report to work.

**"Standby" Pay**

Non-exempt employees will be paid at their regular rates for any hours they are required to remain on standby at ASUCLA facilities/premises. If an excess of 40 hours are worked in that work week, overtime rates will be paid.

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

<b>#426</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 7/1/2007	<b>Effective:</b>	8/1/2015
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**“Callback” Pay**

When called back to work after completing the regular work schedule and leaving the work premises, non-exempt employees will be paid at their regular rates for a minimum of 4 hours plus any additional hours actually worked. If an excess of 40 hours are worked in that work week, overtime rates will be paid.

**Travel Time**

Non-exempt employees will be paid at their regular rates for time spent traveling to and/or from a work location that is not the employee’s regular work site. The usual amount of time spent traveling to and/or from home to the regular work site, and any meal periods, may be deducted.

**Blood Drive Participation**

Non-exempt employees who donate blood or platelets during campus blood drives will receive 4 hours of Comp Time at “straight time”.

Exempt employees who donate blood or platelets during campus blood drives will receive 4 hours time off.

**Shift Differential**

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

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

<b>If “special shift” is ....</b>	<b>And your shift is ....</b>	<b>You’d receive differential pay for ....</b>
8:00 - 12:00	8:00 - 12:00	<b>8:00 - 12:00</b>
8:00 - 12:00	6:00 - 10:00	<b>8:00 - 10:00</b>

**Advance on Pay & Vacation**

ASUCLA does not provide advances on pay or vacation accruals.

**Gratuities (“Tips”)**

Employees are prohibited from accepting any form of gratuity from ASUCLA customers or vendors.

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

<b>#431</b>	<b>1 of 1</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	4/1/98
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A garnishment is any judicial or government administrative procedure through which an employee's wages are required to be withheld for the payment of any debt.

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

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

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

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

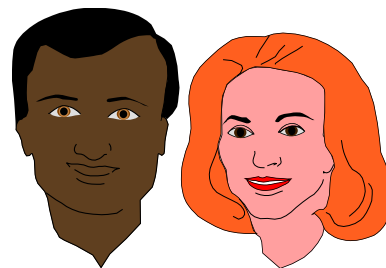
### **Corrective Action**

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

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

### **Financial Counseling Services**

Employees who are experiencing difficulties in the management of their personal finances are encouraged to seek financial counseling through UCLA's Staff & Faculty Counseling Center. For more information, call them at 310/794-0245.



**Performance Reviews**

**#501**

- 
- Timing of Reviews
  - Appraisal Areas
  - Appraisal Ratings

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

<b>#501</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2006 7/1/2008 5/1/2015	<b>Effective:</b>	6/1/2019
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The written performance review is an opportunity for the supervisor and employee to assess whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth.

The performance review provides appropriate annual documentation to support any recommended merit increases and/or other performance-based awards.

Supervisors are strongly encouraged to oversee employee performance and provide feedback throughout the year which allows the supervisor and employee to address issues in a timely fashion. In addition to monitoring the results of work activities and evaluating performance, supervisors are encouraged to solicit feedback and input from the employee in preparation for the written performance review. Employees may submit their own comments in response to their performance review that may be included in their personnel file.

**Timing of Reviews**

The annual performance review appraises performance in the current fiscal year.

Merit increases from the annual performance reviews are effective on August 1<sup>st</sup> for those employees hired prior to April of that year.

**Appraisal Areas**

Performance is appraised in the following areas:

- **"Job Elements"**  
As specified in job descriptions and special projects/assignments.
- **"Performance Elements"**  
Leadership, organization, communication, technology, and planning skills required to effectively perform job responsibilities.
- **"Culture Elements"**  
Teamwork, interaction with others including peers & management, innovation, and supervisory/management skills

**Continued ... "PERFORMANCE REVIEWS"**

<b>#501</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2006 7/1/2008 5/1/2015	<b>Effective:</b>	6/1/2019
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**Appraisal Points**

<b>9 - 10</b>	Exhibits innovative effort resulting in the highest level of performance.
<b>7 - 8.99</b>	Demonstrates consistent initiative and achieves results beyond usual performance requirements.
<b>4 - 6.99</b>	Competently and thoroughly achieves performance requirements.
<b>2 - 3.99</b>	Requirements not consistently met; additional effort needed.
<b>0 - 1.99</b>	Performance consistently falls below requirements.

Consideration for merit increase is based on an "overall rating" of performance:

<b>Merit Eligible:</b>	<b>Not Merit Eligible:</b>
<b>4 - 10</b>	<b>Below 4</b>

Overall ratings below 4 may result in corrective action, up to and including dismissal.



<b>Insurance Benefits</b> _____	<b>#601</b>
Eligibility	
Group Insurance Plans/Options	
Other Plan Summaries	
Enrollment	
Opting Out of Health Insurance Benefits	
Tax Savings on Insurance Premiums ("TIP")	
"Late/Automatic Enrollment	
Benefits Changes	
<b>Retirement Benefits</b> _____	<b>#606</b>
University of California Retirement Plan ("UCRP")	
Defined Contribution Plan ("DCP")	
403B	
Reemployment Following Retirement	
<b>DepCare</b> _____	<b>#611</b>
<b>Health Care Reimbursement Account</b> _____	<b>#612</b>
<b>Leave of Absence with Pay</b> _____	<b>#616</b>
Voting Privileges	
Jury Duty	
Bereavement	
Military	
<b>Leave of Absence Without Pay</b> _____	<b>#621</b>
Personal Leave	
Military Reserve Training Leave	
Family & Medical Leave	
Supplemental Family & Medical Leave	
Pregnancy Disability Leave	
<b>Work-Incurred Disability Leave</b> _____	<b>#626</b>
<b>Leave of Absence Administrative Guidelines</b> _____	<b>#631</b>
Records & Certification	
Reinstatement	
Effects on Benefits	
<b>Sick Time</b> _____	<b>#636</b>
<b>Vacation</b> _____	<b>#641</b>
<b>Holidays</b> _____	<b>#646</b>
<b>Performance Recognition Awards</b> _____	<b>#651</b>
<b>Education &amp; Training</b> _____	<b>#656</b>
<b>Employee Assistance Program</b> _____	<b>#661</b>
<b>Employee Discount</b> _____	<b>#666</b>
<b>Food Service Employee Meal Program</b> _____	<b>#671</b>
<b>Recreational Discounts</b> _____	<b>#676</b>
<b>Campus Privileges &amp; Discounts</b> _____	<b>#681</b>
<b>University Credit Union</b> _____	<b>#686</b>

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"INSURANCE BENEFITS"**

<b>#601</b>	<b>1 of 8</b>	<b>Supersedes:</b>	7/1/98 1/1/2001 5/1/2002 5/15/2003 8/1/2003 5/1/2004 8/1/2005 8/1/2006 7/1/2008 7/1/2011 5/1/2015	<b>Effective:</b>	7/1/2021
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**Eligibility**

The following individuals are eligible for enrollment in the UC's group insurance benefits:

- Professional status employees
- Contract Employees
- Limited Appointments
- Annuitants
- Family members of an ASUCLA/UC employee/limited appointment
- Family members of an ASUCLA/UC annuitant

Duplicate enrollment/coverage in any UC group insurance plan is prohibited.

Professional Employees

Professional status employees are eligible for group insurance benefits at date of hire.

Limited Appointments

Limited appointments are eligible for group insurance plans at date of hire if appointed more than 17.5 hours a week.

A limited appointment will become eligible for full benefits the first day of the month following the attainment of 1,000 hours on pay status in a rolling twelve (12) month period, thereafter an average of 17.5 hrs/wk must be worked in order to maintain BELI 1 eligibility.

Benefits available based on employee status are as follows:

<b>Employment Status</b>	<b>Employment Term</b>	<b>Benefits Eligibility</b>	<b>Code ("BELI")</b>
<b>Professional</b>	20+ hours weekly; Indefinite end date After attainment of 1,000 hours on pay status, an average of 17.5 hrs/wk is required to maintain BELI 1	Full package; All options	1
<b>Contract Employee</b>	20+ hours weekly; End date not to exceed 4 years After attainment of 1,000 hours on pay status, an average of 17.5 hrs/wk is required to maintain BELI 1	Full package; All options	1
<b>Limited Appointment</b>	Attainment of 1,000 hours on pay status in a rolling twelve (12) month period, thereafter 17.5 hrs/wk average	Full package; All options	1
<b>Limited Appointment</b>	40 hrs/wk for 3+ mos. thereafter, 17.5 hrs/wk with an end date of less than a year	Any medical plan; Core/Supplemental life insurance plan; "AD&D"	3
<b>Limited Appointment</b>	17.5 hrs/wk	"CORE" medical plan; "CORE" Life insurance; "AD&D"	4



<b>#601</b>	<b>2 of 8</b>	<b>Supersedes:</b>	7/1/98 1/1/2001 5/1/2002 5/15/2003 8/1/2003 5/1/2004 8/1/2005 8/1/2006 7/1/2008 7/1/2011 5/1/2015	<b>Effective:</b>	7/1/2021
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Partial Year Appointments

Regular status professional employees on indefinite partial year appointments are eligible for full benefits during their term of active employment if they work at least 20 hours per week. They may elect to continue their benefits by paying the premium costs during the period where they are not actively working.

**Continued .... "INSURANCE BENEFITS"**

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Eligible Family Members

The following family members are **not** eligible for enrollment:

- In-laws.
- Former spouses.
- Legally separated spouses.
- Employees' children's spouses.
- Employees' grandchildren's spouses.

Eligible family members are defined as follows:

<b>Eligible if following criteria apply ....</b>					
<b>Family Member</b>	<b>Enrollment Date</b>	<b>Marital Status</b>	<b>Age</b>	<b>Living with ASUCLA/UC Employee</b>	<b>Supported by ASUCLA/UC Employee</b>
<b>Spouse *</b>		Married			
<b>Adult Dependent Relative *f**</b>	No longer eligible to enroll Effective 1/1/2004	Incapable under CA law to marry employee	18+	X	Related to employee; Claimed as tax dependent
<b>Domestic Partner *f***</b>		Unmarried; Each other's sole domestic partner in a long-term, committed relationship & intend to remain so indefinitely	18+; Capable of consenting to the relationship	X Live together and intend to do so indefinitely	Not related to each other; Financially interdependent
<b>Natural or Adopted Child</b>		Unmarried	To 26		
<b>Stepchild; Grandchild or Grand Stepchild</b>		Unmarried	To 26	X	At least 50%; Claimed as tax dependent
<b>Legal Ward</b>	Before 1/1/95; Continuously covered	Unmarried	To 18		
<b>Legal Ward</b>	1/1/95 or after	Unmarried	To 18	X	At least 50%; Claimed as tax dependent
<b>Natural or Adopted Child or Grandchild of Same-sex Domestic Partner</b>		Unmarried	To 26	X	At least 50% by employee/partner; Claimed as tax dependent
<b>Other Child **</b>	Before 9/1/94; Continuously covered	Unmarried	To 26	X	At least 50%; Claimed as tax dependent
<b>Disabled Child</b>	Continuously covered	Unmarried	26+; Approved by carrier before age 23 & periodically thereafter	X if stepchild	At least 50%; Claimed as tax dependent

\* Only one adult family member per employee may be enrolled.

\*\* Eligible for Medical, Dental, Vision only

\*\*\* Domestic Partnership registered with the State of California; otherwise the above requirements apply.

**For more detailed information including conditions and restrictions that may apply, contact ASUCLA Human Resources**

**Continued .... "INSURANCE BENEFITS"**

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**Group Insurance Plans/Options**

ASUCLA offers these University of California ("UC") group insurance benefits according to benefit eligibility:

<b>COVERAGE TYPE</b>	<b>PLAN</b>	<b>ASUCLA PAID</b>	<b>EMPLOYEE CO-PAID or PAID</b>	<b>LATE/AUTO ENROLLED</b>
<b>MEDICAL</b>	<b>UC Blue &amp; Gold HMO *</b>		<b>X *** co-paid</b>	
	<b>Kaiser Permanente HMO*</b>		<b>X *** co-paid</b>	
	<b>UC Care PPO*</b>		<b>X *** co-paid</b>	
	<b>"CORE"</b> \$3,000 deductible per year per person	<b>X</b>		<b>X **</b>
	<b>Supplemental Health Plans (AFLAC)</b> <i>Accident, Critical Illness and Hospital Indemnity plans pay cash benefits if you experience a covered accident, illness or hospital stay.</i>		<b>X *** paid</b>	
	<b>UC Health Savings Plan</b>		<b>X *** co-paid</b>	
<b>DENTAL</b>	<b>Delta Dental PPO *</b>	<b>X</b>		<b>X **</b>
	<b>Delta Care USA*</b>	<b>X</b>		
<b>VISION</b>	<b>Vision Services Plan *</b>	<b>X</b>		<b>X **</b>
<b>DISABILITY</b>	<b>Basic Disability</b> <i>7 day waiting period after exhaustion of sick leave up to 22 working days; 55% of regular pay up to \$800/month for 6 months</i>	<b>X</b>		<b>X **</b>
	<b>Voluntary Short-Term and/or Voluntary Long-Term Disability</b> <i>Provides short-term and/or long-term coverage for disabilities that are and are not related to work, such as pregnancy/childbirth, injury or illness. Supplements employer-paid Basic Disability and other sources of disability income you may receive (e.g., Worker's Compensation or Social Security), up to 60% of eligible earnings (\$15,000 maximum monthly benefit). Enroll in Voluntary Short-Term Disability, Voluntary Long-Term Disability or both.</i>		<b>X</b>	
<b>WORKERS' COMPENSATION</b>	<i>Provides state mandated coverage for work-related injuries</i>	<b>X</b>		

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<b>COVERAGE TYPE</b>	<b>PLAN</b>	<b>ASUCLA PAID</b>	<b>EMPLOYEE CO-PAID or PAID</b>	<b>LATE/AUTO ENROLLED</b>
<b>BASIC LIFE</b>	<b>"CORE"</b> \$5,000	<b>X</b>		<b>X **</b>
	<b>Basic Plan</b> 1 X's annual pay rate up to \$50,000	<b>X</b>		<b>X **</b>
	<b>Supplemental</b> 1-4 X's annual pay rate up to \$1,000,000; OR flat \$20,000 policy		<b>X</b>	
<b>BASIC DEPENDENT LIFE</b>	<b>Basic Plan</b> Provides \$5,000 of coverage for employee's spouse or domestic partner and each child.		<b>X</b>	
	<b>Expanded Plan</b> Covers spouse or domestic partner for 50% (up to \$200,000) of employee's Supplemental Life amount. Covers each child for \$10,000.		<b>X</b>	
<b>ACCIDENTAL DEATH &amp; DISMEMBERMENT</b>	You may enroll at any time. Provides up to \$500,000 protection for employee and family for accidental death, loss of limb, sight, speech or hearing, or for complete and irreversible paralysis		<b>X</b>	
<b>BUSINESS TRAVEL ACCIDENT</b>	Provides up to \$500,000 of coverage when an employee travels on official UC business.	<b>X</b>		
<b>LEGAL</b>	Enrollment may be offered during Open Enrollment in some cases. Provides basic legal assistance for consultation/representation, domestic, consumer and limited defensive legal services and identity theft benefits.		<b>X</b>	
<b>PET INSURANCE</b>	You may enroll at any time.			
<b>AUTOMOBILE HOMEOWNER/ RENTER</b>	You may enroll at any time. Individually underwritten plan provides coverage for cars, boats, motorcycles, homes and apartments. Carrier underwriting requirements must also be met.		<b>X</b>	
<b>FAMILY CARE RESOURCES</b>	Provides access to prescreened caregivers, pet sitters, tutors and other family services. You may enroll at any time	<b>X</b>		
<b>HEALTH FLEXIBLE SPENDING ACCOUNT (Health FSA)</b>	Lowers taxable income by allowing payment for up to \$2,750 of eligible out-of-pocket health care expenses on a pretax basis. Can be paired with any UC medical plan other than UC Health Savings Plan.		<b>X</b>	
<b>DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (DepCare FSA)</b>	<b>WageWorks</b> Lowers taxable income by allowing payment for up to \$5,000 (\$2,500 if married and filing a separate income tax return) of eligible dependent care expenses on a pretax basis.		<b>X</b>	

**Continued .... "INSURANCE BENEFITS"**

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<b>HEALTH FLEXIBLE SPENDING ACCOUNT (Health FSA)</b>	<i>Lowers taxable income by allowing payment for up to \$2,700 of eligible out-of-pocket health care expenses on a pretax basis. Can be paired with any UC medical plan other than UC Health Savings Plan.</i>		<b>X</b>	
<b>DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (DepCare FSA)</b>	<i>Lowers taxable income by allowing payment for up to \$5,400 (\$2,700 if married and filing a separate income tax return) of eligible dependent care expenses on a pretax basis.</i>		<b>X</b>	

\* See "Other Plan Summaries", next section

\*\* See "Late/Automatic Enrollment", next section

\*\*\* Employee shares costs and is eligible for Tax Savings on Insurance Premiums ("TIP"), see next section

**Continued .... "INSURANCE BENEFITS"**

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**Other Plan Summaries**

Detailed summaries of medical, dental, vision and other group insurance plans are available through:

<b>Customer Service:</b> 800/888-8267	<b>"UC NET" online:</b> <a href="http://ucnet.universityofcalifornia.edu/">http://ucnet.universityofcalifornia.edu/</a>	<b>ASUCLA HR:</b> 310/825-7055
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**Enrollment**

Employees may enroll themselves and eligible dependents in any of the above plans during the Period of Initial Eligibility for enrollment ("PIE") without completing a "Statement of Health" form.

The PIE ends 31 days following date of hire. If the 31st day of employment falls on a weekend or holiday, the PIE ends on the next regular business day.

Employees may *only* enroll in Legal Insurance during the PIE.

Enrollment in any of the plans, whether ASUCLA paid or employee co-paid, is optional.

Opting Out of Health Insurance Benefits

Employees who do not wish to enroll in any medical, dental or vision plan must specifically request to "opt out" by signing a statement that:

- The employee already has coverage *or*
- The employee's religious beliefs prohibit using the plan's services

This must be done prior to the end of the PIE to avoid automatic enrollment in "CORE" medical benefits.

Tax Savings on Insurance Premiums ("TIP")

TIP is a tax savings program that allows employees to have their medical premium expenses deducted from their gross earnings on a pre-tax basis. Employees who enroll or transfer to an "Employee Co-Paid" medical plan are automatically enrolled in TIP unless they elect to cancel it. The cancellation must be made at enrollment or transfer.

"Late"/Automatic Enrollment

Employees who do not complete enrollment within the PIE are automatically enrolled in:

- "CORE" medical benefits with single party coverage
- Delta Dental
- Vision Services Plan
- Liberty Mutual's Short-Term Disability Insurance Plan
- Prudential's Basic Life Insurance Plan

Provisions exist for late enrollment in medical, and the optional life and disability insurance plans.

***For more detailed information including conditions and restrictions that may apply, contact ASUCLA HR.***

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**Benefits Changes**

Medical, TIP, Dental and Vision

Enrollment changes between HMO Medical Plans can be made on a monthly basis only when a physician leaves the plan.

Other enrollments, cancellations and re-enrollments may be made during the next annual Open Enrollment period, so long as the requested changes are available at the time.

Employees may apply for changes prior to the next annual Open Enrollment period due to any of these qualifying events:

<b>Family Status Changes:</b>	<ul style="list-style-type: none"> <li>• Marriage</li> <li>• Divorce</li> <li>• Birth or adoption of a child</li> <li>• Acquisition of a stepchild, legal ward, same-sex domestic partner, same-sex domestic partner's children or grandchildren, other child, disabled child.</li> <li>• Death of an eligible family member</li> </ul>
<b>Employment Status Changes:</b>	<ul style="list-style-type: none"> <li>• 20% or more increase/decrease of work schedule</li> <li>• Spouse's loss/gain of employment</li> </ul>

In these cases, a PIE begins on the date the qualifying event occurred.

Disability and Life Insurance

Applicants for enrollments, cancellations and re-enrollments may be submitted at any time. Some changes may require completion of the "Statement of Health" form and a physical examination at the employee's expense. Acceptance is not guaranteed.

***For more detailed information including conditions and restrictions that may apply, contact ASUCLA HR.***

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"RETIREMENT BENEFITS"**

<b>#606</b>	<b>1 of 5</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 5/1/2004 8/1/2005 8/1/2006 7/1/2007 7/1/2008 5/1/2009 7/1/2010 7/1/2011 7/1/2012 7/1/2014	<b>Effective:</b>	7/1/2021
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Through the University of California Retirement System ("UCRS"), ASUCLA provides a variety of retirement savings plans to eligible professional employees including:

- University of California Retirement Plan ("UCRP", a defined benefit plan)
  - Pension Choice
  - Savings Choice
- 403(b)
- 457(b)
- Safe Harbor

	<b>UCRP Pension Choice</b>	<b>UCRP Savings Choice</b>	<b>403(b)</b>	<b>457(b)</b>	<b>Safe Harbor</b>
<b>Description</b>	<p>Pension Choice is a traditional pension plan that offers a predictable level of lifetime retirement income.</p> <p>The pension benefit is based on a formula that includes eligible annual pay, length of service with UC and your age at retirement.</p> <p>(Depending on your salary and/or job type, this option may also include a supplemental Defined Contribution Plan (DC Plan) account similar to a 401(k).)</p>	<p>Savings Choice works much like a 401(k) plan. Your pretax contributions, along with contributions from the UC, are invested in a tax-deferred retirement account in funds that you select.</p> <p>You will draw income from your account balance when you retire.</p> <p>(Depending on your salary and/or job type, this option may also include a supplemental Defined Contribution Plan (DC Plan) account similar to a 401(k).)</p>	<p>The 403(b) Plan is a voluntary retirement plan account that lets you add to your retirement savings with pretax contributions.</p> <p>Taxes on your contributions and any investment earnings are deferred until you withdraw the money.</p> <p>The 403(b) and 457(b) accounts are similar, however the 403(b) is more flexible with how distributions, loans, and withdrawals may be taken.</p>	<p>The 457(b) Plan is a voluntary retirement plan account that lets you add to your retirement savings with pretax contributions.</p> <p>Taxes on your contributions and any investment earnings are deferred until you withdraw the money.</p> <p>The 457(b) and 403(b) accounts are similar, however the 457(b) is less flexible in allowing distributions, loans, and withdrawals prior to leaving UC employment or reaching age 70.5 while still employed with the UC.</p>	<p>Employees who are not eligible for membership in the UCRP make mandatory pretax contributions to the Safe Harbor plan.</p> <p>Funds accumulated in the Safe Harbor plan remains in the account until the participant leaves employment and takes a distribution.</p>

For more information on all retirement plans please see [Your Complete Guide to Your UC Retirement Benefits](#)



**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“RETIREMENT BENEFITS”**

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	<b>UCRP Pension Choice</b>	<b>UCRP Savings Choice</b>	<b>403(b)</b>	<b>457(b)</b>	<b>Safe Harbor</b>
<b>Eligibility</b>	<p>UCRP Pension Choice is one of two primary retirement benefit plans (along with Savings Choice) that is available to Career Staff who:</p> <ul style="list-style-type: none"> <li>• Are hired on or after July 1, 2016, into an eligible faculty or career staff appointment (at least 50 percent time on a fixed or variable basis for one year or longer)</li> <li>• Are rehired on or after July 1, 2016, into an eligible faculty or career staff appointment after a break in UC service (between one and two months) or</li> <li>• Are hired in an ineligible position and become eligible for benefits on or after July 1, 2016, either by completing an hours requirement or by obtaining an eligible faculty or career staff appointment.</li> </ul>	<p>UCRP Savings Choice is one of two primary retirement benefit plans (along with Pension Choice) that is available to Career Staff who:</p> <ul style="list-style-type: none"> <li>• Are hired on or after July 1, 2016, into an eligible faculty or career staff appointment (at least 50 percent time on a fixed or variable basis for one year or longer)</li> <li>• Are rehired on or after July 1, 2016, into an eligible faculty or career staff appointment after a break in UC service (between one and two months) or</li> <li>• Are hired in an ineligible position and become eligible for benefits on or after July 1, 2016, either by completing an hours requirement or by obtaining an eligible faculty or career staff appointment.</li> </ul>	<p>Most UC employees are eligible to make supplemental pretax contributions to this plan.</p> <p>This plan also accepts eligible rollovers from previous employer retirement plans and individual retirement accounts (IRAs).</p>	<p>Most UC employees are eligible to make supplemental pretax contributions to this plan.</p> <p>This plan also accepts eligible rollovers from previous employer retirement plans and individual retirement accounts (IRAs).</p>	<p>Part-time, seasonal, temporary UC employees who are not eligible for primary retirement benefits and whose wages are not subject to Social Security taxes. Enrollment for Safe Harbor participants is automatic and begins on the first day of an eligible appointment.</p>

For more information on all retirement plans please see [Your Complete Guide to Your UC Retirement Benefits](#)

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
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	<b>UCRP Pension Choice</b>	<b>UCRP Savings Choice</b>	<b>403(b)</b>	<b>457(b)</b>	<b>Safe Harbor</b>
<b>Rollovers</b>	Not fully portable. You cannot roll over your pension benefit to another employer's retirement plan or IRA if you leave UC. If you are vested when you leave UC, your pension benefit is normally paid out as a lifetime monthly benefit when you retire. You generally can roll over your vested supplemental savings account balance, if any, if you leave UC.	Portable. You can generally roll over your vested account balance, if any, to another employer's retirement plan or IRA if you leave UC.	Your account is portable, so you can normally rollover part or all of your account balance into another employer's retirement plan or an IRA without penalty whenever you are no longer working at UC.	Your account is portable, so you can normally rollover part or all of your account balance into another employer's retirement plan or an IRA without penalty whenever you are no longer working at UC.	Participants may move eligible retirement funds from a previous employer plan or an IRA to the
<b>Deductions &amp; Contributions</b>	<p>Pension Choice participants make mandatory pretax contributions equal to 7% of covered compensation, up to the annual IRS maximum.</p> <p>Contributions on additional earnings are deposited to a Defined Contribution Plan (DC Plan).</p>	<p>Savings Choice participants make mandatory pretax contributions of 7% of covered compensation, up to the annual IRS maximum and the UC contributes 8% of covered compensation, up to the IRS maximum.</p> <p>Contributions on additional earnings are deposited to a DC Plan.</p>	Employees who want to voluntarily participate in the 403(b) Plan designate a portion of their gross salary to be contributed on a pretax basis.	Employees who want to voluntarily participate in the 457(b) Plan designate a portion of their gross salary to be contributed on a pretax basis.	7.5% of wages, on a pretax basis, in lieu of contributing to Social Security. Your contributions begin on the first day of the eligible appointment.

For more information on all retirement plans please see [Your Complete Guide to Your UC Retirement Benefits](#)

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“RETIREMENT BENEFITS”**

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	<b>UCRP Pension Choice</b>	<b>UCRP Savings Choice</b>	<b>403(b)</b>	<b>457(b)</b>	<b>Safe Harbor</b>
<b>Provides:</b>	<p>The Pension Choice Plan provides a predictable level of monthly lifetime income.</p> <p>The monthly amount is based on income, length of service, and age at retirement.</p>	<p>The Savings Choice Plan provides retirement income based on contributions and investment performance.</p> <p>When you retire, you can draw retirement income as needed from your account.</p>	<p>Your account balance depends on your own contributions, plus investment performance over time.</p> <p>When you retire, you can draw retirement income as needed from your account.</p>	<p>Your account balance depends on your own contributions, plus investment performance over time.</p> <p>When you retire, you can draw retirement income as needed from your account.</p>	<p>Future benefits from the Defined Contribution Plan (DCP) are comprised of contributions made to the DC Plan plus investment earnings.</p>
<b>Vesting:</b>	<p>Five-year vesting. Your future pension benefit vests after five years of UCRP service credit.</p> <p>If you leave UC employment prior to vesting, you are eligible to leave your pension contributions in the UC Retirement Plan (UCRP) where they accrue interest or take a refund of your contributions.</p>	<p>If you remain actively employed, the employer portion of your Savings Choice account will vest one year after your eligibility date or, if earlier, on the date of your death.</p>	<p>Vesting on all contributions and related earnings is immediate.</p>	<p>Vesting on all contributions and related earnings is immediate.</p>	<p>Vesting rules on this account vary by employment type and/or funding source (ex. Pension Choice, Savings Choice, Safe Harbor, etc.)</p> <p>See Plan documentation for details.</p>

**Continued ... "RETIREMENT BENEFITS"**

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**Reemployment Following Retirement**

Reemployment may affect distribution of retirement income payments through UCRP.

To comply with IRS regulations, retirees must be separated prior to returning to work to a UCRP eligible position:

	<b>REQUIRED SEPARATION PERIOD</b>	<b>IMPACT ON PAYMENTS</b>
<b>Regular Retirees</b>	90 days, or at 1 <sup>st</sup> retirement income payment, whichever comes first, but not before 30 calendar days provided that the first retirement payment has been received	Payments are suspended while re-employed at 50% or more
<b>Plus 5 Retirees</b> <b>Take 5 Retirees</b> <b>VERIP 3 Retirees</b>	5 years	

Plus 5, Take 5 and VERIP 3 retirees are permitted to return to part-time work (at less than 50% time) prior to the required separation period with no impact on payments.

Payments continue when a retiree returns to a Non-UCRP eligible position following the required separation periods.

***For more detailed information including conditions and restrictions that may apply,  
contact ASUCLA HR.***

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“DEPENDENT CARE ASSISTANCE PROGRAM (DepCare)”**

#611	1 of 1	Supersedes:	4/1/98 1/1/2001 7/1/2008	Effective:	7/1/2021
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DepCare allows employees to pay for eligible dependent care expenses on a pretax, salary reduction basis.

**Eligible dependents include:**

- Your children up to age 13 who are in your custody and claimed as dependents on your tax return
- A spouse who is physically or mentally incapable of self-care
- A dependent who lives with you—such as a child 13 or older, parent, sibling, in-law, or domestic partner—who is physically or mentally incapable of self-care and claimed as a dependent on your tax return

**Contributions:**

- You may contribute a minimum of \$180 per year
- up to \$5,000 per plan year, or
- up to \$2,500 if married and filing a separate income tax return

The amount you specify is taken in monthly installments from your paycheck, before federal, Social Security (FICA) and most state taxes are calculated. You may use the money for eligible expenses you incur during the plan year (from Jan. 1 through Dec. 31) and the grace period (through March 15 of the following year).

You pay your dependent care expenses as usual, then submit claim forms and receipts to WageWorks, the company that administers the FSA for UC. WageWorks will send you a reimbursement for the amount of the claim, or for the amount remaining in your DepCare FSA, if less. You need to submit all claims by April 15 of the following year.

***For more detailed information including conditions and restrictions that may apply,  
contact ASUCLA HR.***

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"HEALTH CARE REIMBURSEMENT ACCOUNT"**

<b>#612</b>	<b>1 of 1</b>	<b>Supersedes:</b>	5/15/2003 7/1/2008 7/1/2013	<b>Effective:</b>	7/1/2021
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The Health Care Reimbursement Account allows an employee to pay on a pretax, salary reduction basis for eligible health care expenses not covered by their medical, dental or vision plans.

**Eligibility:**

If you are eligible for any level of UC benefits, you may participate and both you and your dependents are covered. The exception is if you're enrolled in the UC Health Savings Plan; because that plan includes its own Health Savings Account, participants may not enroll in the Health FSA.

**Contributions:**

- You may contribute a minimum of \$180 per year
- up to \$2,750 per plan year, or
- up to \$5,500 per plan year if both employee and spouse are UC employees

You decide each year how much you want to contribute to your Health Flexible Spending Account (Health FSA). The amount you specify is taken in monthly installments from your paycheck, before federal, Social Security (FICA) and most state taxes are calculated.

You have until Dec. 31 to incur expenses for reimbursement in your account and you may carry over up to \$500 in unused funds from one year to the next. If you don't re-enroll, the carryover is limited to one year. You need to file claims by April 15 of the following year. Because your FSA contributions reduce your taxable income, participation will lower your taxes.

***For more detailed information including conditions and restrictions that may apply,  
contact ASUCLA Human Resources.***

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"LEAVE OF ABSENCE WITH PAY"**

<b>#616</b>	<b>1 of 4</b>	<b>Supersedes:</b>	4/1/98 5/1/2002 5/15/2003 8/1/2006 7/1/2008	<b>Effective:</b>	7/1/2010
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Employees may be granted the following leaves of absence with pay:

- Voting Privileges
- Jury Duty
- Witness Duty
- Professional Development
- Bereavement
- Blood Donation
- Military
- Administrative Leave for Emergencies

### **Voting Privileges**

In accordance with applicable laws/regulations, ASUCLA provides up to 2 hours of time off with pay to allow employees sufficient time for voting. Voting leave is not considered time worked for purposes of computing overtime pay for nonexempt employees.

- Employees must be able to demonstrate they would otherwise have no time to vote in local, state, or national elections or primaries outside working hours.
- Time off is to occur at the beginning or end of an 8 hour shift, whichever results in the least amount of time off.
- Requires advance supervisory notification of at least 2 working days before the election for approval.

In determining the amount of time approved for voting privileges, both operating needs and those of the employee will be considered.

### **Jury Duty and Grand Jury Duty**

On receiving a summons for jury service, employees must immediately notify their supervisor and ASUCLA's HR Division Area Manager.

Employees are provided up to 10 days of pay for jury duty per year:

- Employees who are serving on a trial that has extended beyond 10 days may use accrued vacation and/or compensatory time
- Employees are required to report to work after being released from jury duty unless there are less than two hours remaining in their scheduled workday upon returning to their workplace

ASUCLA's HR Division Area Manager provides employees with documentation that advises the court that ASUCLA pays for up to 10 days of jury service per year.

An employee who serves on jury duty on a holiday observed by ASUCLA is eligible for holiday pay but does not receive an alternate day off.

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Exempt employees are expected to do what they reasonably can to maintain continuity of operations while on jury duty such as keeping in contact with supervisors and/or working on nights/weekends as needed.

**Witness Duty**

Required attendance at administrative or legal proceedings involving ASUCLA including service as a paid expert witness on ASUCLA's behalf is considered time worked.

An exempt employee will receive their usual pay if subpoenaed or otherwise compelled to be a witness in an administrative or legal proceeding not involving ASUCLA.

A nonexempt employee will receive their pay for actual time spent on witness duty and related travel if subpoenaed or otherwise compelled to be a witness in an administrative or legal proceeding not involving ASUCLA. Pay during witness duty will not exceed the pay for the employee's normal workday and the normal workweek.

An employee will not receive paid witness leave to attend a trial which the employee:

- Is a plaintiff
- Is a defendant (unless proceeding involves ASUCLA)
- Voluntarily appears as a witness
- Is testifying for a fee as an expert witness in a proceeding that does not involve ASUCLA

In these circumstances, an employee must use available vacation or take leave without pay.

Employees are required to report to work as soon as possible after they are released from witness duty unless there are less than 2 hours remaining in their scheduled workday upon returning to their workplace, in which case they should report to work on their next scheduled workday.

**Professional Development**

The Executive Director, upon recommendation of a Director or Division Area Manager may approve in general, 80 hours (non-exempt) or 10 workdays (exempt) paid leave per calendar year for professional development subject to scheduling, staffing and budget considerations.

Professional development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, internships, attendance at courses, workshops, seminars, conferences, institutes, lectures, meetings and participation in professional and technical associations.

To facilitate an employee's participation in professional development activities, flexible work options such as alternate work schedules, a period of paid or unpaid leave, or temporary or part-time work assignments may be considered.

An employee must meet the following requirements to be eligible for Professional Development Activities:

- Completion of the probationary period
- Job performance that is rated 4 or above



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**Bereavement Pay**

In the event of the death of a family member of an employee and/or a person residing in the employee's home, the employee may take up to 10 days of accrued sick leave.

In the event of the death of an individual who is not an employee's family or household member, the employee may take up to 5 days of accrued sick leave.

**Blood Donations**

A non-exempt employee may be granted leave with pay, for up to 2 hours to donate blood and an additional 2 hours for donation of blood platelets during regularly scheduled hours of work. Time taken to donate blood is not considered time worked for purposes of computing overtime pay.

**Military Leaves**

Military leaves require as much advance notice to the supervisor as is feasible.

Employee's who have completed 12 months of continuous service immediately prior to the commencement of the leave are entitled to receive pay for the first 30 days of the leave at the regular rate of pay. The aggregate may not exceed 30 calendar days of pay in any one fiscal year.

An employee who is not eligible for military leave with pay may choose to use accrued vacation or compensatory time or the military leave is without pay.

If the period of military leave is less than 31 days, the employee must return to work on the next regularly scheduled workday after the military leave ends.

Military Reserve Training Leave

Leave may be granted for inactive duty, such as weekly/monthly meetings or weekend drills. As much advance notice to the supervisor as is feasible is required.

Temporary Military Leave

Leave may be granted when an employee is ordered to full-time active military duty for training for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.

Extended Military Leave

Leave may be granted when an employee enlists; is ordered into active-duty service of any length; is ordered into active-duty training in excess of 180 days; or is ordered into active Federal military duty as a member of the National Guard or Naval Militia.

Leave shall be granted for a period not to exceed 5 years. In addition, leave shall be granted for a period up to 6 months from the date of release from duty.

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[Emergency National Guard Leave](#)

Leave may be granted when an employee who is a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency. (Extended Military Leave applies when called to active Federal military duty at the request of the President of the United States.)

An employee is entitled to receive pay for the first 30 days of the leave at the regular rate of pay in any one fiscal year, in addition to paid Temporary, Extended and Physical Examination Leaves, regardless of the length of service prior to commencement of the leave.

[Civil Air Patrol Leave](#)

Leave may be granted when an employee who as a volunteer of the Civil Air Patrol is directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Provided that an employee has been employed by ASUCLA for ninety (90) days immediately preceding the commencement of the leave, such leave will be granted for a period not to exceed ten (10) days per year.

[Physical Examination Leave](#)

Leave may be granted when an employee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency.

An employee is entitled to receive pay at the regular rate for time required to take such physical examinations.

Time off for other physical examinations in connection with military service may be charged to accrued sick/vacation leave or compensatory time or shall be without pay.

**Administrative Leave for Emergencies**

Administrative leaves with pay for a specified duration as a result of curtailed operations due to natural occurrences or other emergencies may be granted. To be eligible, an employee must be scheduled to work on the day(s) of the emergency and the employee must coordinate leave requests with their Supervisor and the Coordinator at the location handling emergency response requests and issues.

An employee with special skills (i.e. medical personnel, scientific and technical personnel, environmental health and safety personnel) who is a member of a University sponsored response team organized on a university-wide or local basis to assist with relief efforts associated with a state-declared or federally-declared disaster may be granted administrative leave with pay for the duration of the assignment.

An employee who wishes to participate in emergency response efforts with agencies that have requested assistance (i.e. FEMA, the Red Cross) may be granted administrative leave with pay for a period of time determined in accordance with local procedures depending upon the particular circumstances of the emergency.

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Employees may be granted the following leaves of absence without pay:

- Personal Leave
- Family & Medical Leave
- Supplemental Family & Medical Leave
- Pregnancy Disability Leave
- Military Caregiver Leave
- Military Leave for Spouses & Domestic Partners of Service Members
- Curtailment Leave
- Voluntary Civil Service Leave
- Service as an Election Official
- Leave for Bone Marrow or Organ Donation

**Personal Leave**

An employee in a professional position may be granted a Personal Leave of Absence without pay for up to 6 months. Personal Leaves may be granted for reasons such as:

- Extended illness.
- The need to provide care for family members.
- When subpoenaed to appear in court for legal/administrative proceedings not involving ASUCLA.
- Education and professional development which will directly increase job effectiveness.

Only non-probationary employees with a performance rating of 4 or better are eligible to request personal leaves for education and professional development reasons.

In granting Personal Leaves, the best interests of ASUCLA as well as the interests of the employee shall be considered.

Accrued vacation and compensatory time shall be used prior to a leave without pay unless otherwise requested by the employee and approved by the department head.

An employee may choose to use any accrued sick leave during a leave granted due to his/her serious health condition; or up to 30 days accrued sick leave to attend to the serious health condition of the employee's siblings, grandparents, grandchildren, in-laws or other related persons residing in the employee's household. (See Family & Medical Leave for child, spouse, and parent)

The Executive Director, upon recommendation of a Director or Division Area Manager, may approve the extension of a Personal Leave for a total leave of not more than 12 months.

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[Additional Personal Leaves](#)

[School Suspensions](#)

An employee who is the parent or guardian of a child who has been suspended from school may take unpaid time off to attend a portion of the school day to appear at the school in connection with that suspension. The employee must provide reasonable notice and may use accrued vacation or compensatory time off for this purpose.

[School Activities](#)

An employee who is a parent, guardian or grandparent with custody of a child in grades Kindergarten through 12, or a child attending a licensed day care facility, may take up to 40 hours off per calendar year (but no more than 8 hours in any one month) for the purpose of participating in activities of the school or licensed day care facility. The employee must use accrued vacation or compensatory time off for this purpose. If the employee has no accrued leave, the employee may request unpaid leave.

[Victims of Domestic Violence or Sexual Assault](#)

An employee who is a victim of domestic violence or sexual assault may take unpaid time off from work to obtain relief, including, but not limited to, obtaining a temporary restraining order, a restraining order or other court assistance to help ensure their health, safety, or welfare or that of their child.

An employee also may take leave to:

- Seek medical attention for injuries caused by domestic violence or sexual assault
- Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence or sexual assault
- Obtain psychological counseling related to an experience of domestic violence or sexual assault
- Participate in safety planning and take other actions to increase safety from future domestic violence including temporary or permanent relocation.

Employees should provide reasonable advance notice. Employees may elect to substitute accrued vacation, sick leave and/or compensatory time off for leave without pay.

[Victims of Serious or Violent Felonies](#)

An employee who is a victim of a crime, or who is a family member of a victim may take unpaid time off to appear as a witness in court in compliance with a subpoena or other court order to attend judicial proceedings related to the crime.

Employees may elect to substitute accrued vacation, sick leave and/or accrued time off for leave without pay.

[Literacy Leave](#)

An employee who reveals a problem of illiteracy may take unpaid time off to enroll and participate in an adult literacy education program. The employee must give reasonable notice and may use accrued vacation and/or compensatory time off.

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**Rehabilitation Leave**

An employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program shall be reasonably accommodated, provided that a rehabilitation leave does not impose undue hardship on ASUCLA. The employee must give reasonable notice and may use accrued vacation, sick leave and/or compensatory time off.

**Family & Medical Leave**

In accordance with State and Federal law, Family & Medical Leave may be provided:

- When an employee is unable to perform their job due to illness, injury, impairment or a physical or mental condition.
- To attend to the serious health condition of the employee's spouse, domestic partner, children who are under 18 years of age or incapable of self-care because of a mental or physical disability (including children of the employee's domestic partner), and parents. Step relatives and relatives by adoption are included on the same basis as the above-listed blood relatives. If the employee was raised by persons other than their biological parents, these individuals are also included in this category. Likewise, if an employee is raising a child who is not their biological child, that child is included in this category.
- To bond with the employee's newborn, adopted or foster care child.

Leave granted for such bonding purposes must be concluded within 12 months following the child's birth or placement with the employee.

The basic minimum duration of any Parental Bonding Leave is two (2) weeks and must conclude within one year of the birth or placement for adoption or foster care.

**General Provisions**

An employee is entitled to up to 12 workweeks of Family & Medical Leave during a calendar year, provided that:

- The employee has at least 12 cumulative months of service.
- The employee has worked at least 1,250 actual hours during the 12 months immediately preceding the commencement date of the leave.

For employees granted military leave, all hours that would have been worked had the employee not been ordered to military duty are included for the purpose of calculating the 1,250 hours of actual work.

An employee who is granted Family & Medical Leave of less than 12 workweeks is not required to re-qualify for subsequent Family & Medical Leaves granted for the same qualifying reason and in the same calendar year pursuant to this Policy.

Furloughs and Campus closures of one week or longer that occur during an employee's Family & Medical Leave are not counted toward the 12 workweek limit.

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Continuation of Family & Medical Leave

An employee may be eligible to continue a Family & Medical Leave that is in progress on December 31 without re-qualifying for the leave in the new calendar year if the continuation is needed for the same condition or reason.

Any leave that is continued into a new calendar year will count against the employee's entitlement to 12 workweeks of leave for that calendar year.

When continuation of a Family & Medical Leave is requested for a new condition or reason, the employee will be required to re-qualify for the Leave, subject to the maximum 12 workweeks allowed in a calendar year.

Supplemental Family & Medical Leave

If the need for a Family & Medical Leave that is in progress continues beyond 12 workweeks, a regular status employee shall be entitled to an additional 12 workweeks of Supplemental Leave, subject to the following:

- If the leave year has less than 12 workweeks remaining, the Supplemental Leave shall be extended through the end of the leave year.
- If the need for leave still exists at the end of the leave year, the employee, if eligible, shall be entitled to 12 workweeks of Family & Medical Leave in the new leave year.

Notice

Whenever possible, an employee shall provide at least 30 days advance notice for an expected birth, placement of an adopted or foster care child, or planned medical treatment. If 30 days is not practical -- for example, because of a medical emergency -- notice shall be given as soon as practical.

Failure to comply with applicable notice requirements may result in the postponement or withdrawal of the Family & Medical Leave.

Family & Medical Leave is unpaid leave, except under the following circumstances:

- An employee may choose to use any accrued vacation and/or earned compensatory time during a leave granted due to his/her serious health condition. If an employee chooses to use compensatory time, such time cannot be counted against the employee's entitlement of 12 workweeks of Family & Medical Leave.
- Accrued vacation may be used during a leave granted to attend to the serious health condition of the employee's spouse, domestic partner, children who are under 18 years of age or incapable of self-care because of a mental or physical disability (including children of the employee's domestic partner), and parents. Step relatives and relatives by adoption are included on the same basis as the above-listed blood relatives. If the employee was raised by persons other than their biological parents, these individuals are also included in this category. Likewise, if an employee is raising a child who is not their biological child, that child is included in this category. If the employee is taking Military Caregiver Leave to care for a son or daughter who is a covered service member, the son or daughter may be of any age except that an employee shall be required to use at least 10% of accrued vacation prior to taking a Family & Medical Leave without pay due to family illness if the employee's vacation accrual balance is at the maximum.

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- An employee may choose to use any accrued sick leave during a leave granted due to his/her serious health condition or to attend to the serious health condition of the employee's spouse, domestic partner, children who are under 18 years of age or incapable of self-care because of a mental or physical disability (including children of the employee's domestic partner), and parents. Step relatives and relatives by adoption are included on the same basis as the above-listed blood relatives. If the employee was raised by persons other than their biological parents, these individuals are also included in this category. Likewise, if an employee is raising a child who is not their biological child, that child is included in this category. If the employee is taking Military Caregiver Leave to care for a son or daughter who is a covered service member, the son or daughter may be of any age. (See Personal Leave for siblings, grandparent, grandchild, in-laws or other related persons residing in the employee's household)

Supplemental and/or Extended Sick Leave may be used during a Family & Medical Leave granted to an employee who is receiving temporary disability payments under the Workers' Compensation Act (see "Work Incurred Disability Leave").

When medically necessary, an employee may take Family & Medical Leave on a reduced work schedule or intermittent basis. The employee may be required to transfer temporarily to an alternative position if it better accommodates the required work schedule.

### **Pregnancy Disability Leave**

An employee disabled from working because of pregnancy, childbirth or related medical conditions such as prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preclampsia; postpartum depression; loss or recovery from childbirth or end of pregnancy; is eligible for and, upon request of the employee, shall be granted a leave of absence for up to 4 months, or the working days in one-third of a year or 17 ½ weeks, depending on the period of disability.

If the period of disability continues beyond 4 months, a Personal Leave may be granted.

Pregnancy Disability Leave would run concurrent with the 12 workweek entitlement to the Family & Medical Leave.

Upon termination of a Pregnancy Disability Leave that runs concurrently with the Federal Family & Medical Leave, an employee, if eligible, is also entitled to up to 12 workweeks of State Family & Medical Leave for any covered reason except pregnancy or related medical conditions.

As an alternative to or in addition to Pregnancy Disability Leave, ASUCLA shall temporarily transfer a pregnant employee to a less strenuous or hazardous position upon the request of the employee and with the advice of the employee's health care provider, if the transfer can be reasonably accommodated.

A temporary transfer includes a temporary modification of the employee's own position to make it less strenuous or hazardous.

A temporary transfer to a less strenuous or hazardous position shall not be counted toward an employee's entitlement of up to 4 months of Pregnancy Disability Leave.

The aggregate of Pregnancy Disability Leave, Family & Medical Leave, and Supplemental Family & Medical Leave shall not exceed 7 months during the leave year except as required by law.

Pregnancy Disability Leave may consist of leave without pay and/or paid leave such as accrued sick leave, accrued vacation leave and compensatory time. An employee shall not be required to exhaust accrued vacation prior to a Pregnancy Disability Leave.

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Reduced Work Schedule

When medically necessary, an employee may take family and medical leave and/or pregnancy disability leave on a reduced work schedule or on an intermittent basis.

This may require the employee on a reduced work schedule or intermittent leave to temporarily transfer to an alternative position if the alternative position better accommodates the required work schedule.

**Exempt Employees:**

Leave bank deductions shall be made for any hours or partial hours taken by an exempt employee who elects or is required to substitute paid leave for unpaid Pregnancy Disability and/or Family & Medical Leave taken on an intermittent basis or reduced schedule.

An exempt employee who elects or is required to take unpaid Pregnancy Disability and/or Family & Medical Leave shall not be paid for any hours or partial hours taken on an intermittent basis or reduced schedule.

**Military Caregiver Leave**

An eligible employee may take Military Caregiver Leave to care for a family member who is a current member of the regular Armed Forces including a member of the Reserves; a member of the National Guard; or a member of the Armed Forces, the National Guard or the Reserves who is on the temporary disability retired list undergoing medical treatment, recuperation or therapy for an injury or illness incurred or aggravated by the covered service member in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating or a veteran of the Armed Forces including the National Guard and Reserves, provided the medical treatment, recuperation or therapy that the veteran is receiving for that injury or illness is occurring within five (5) years of the date the veteran left the Armed Forces.

The employee must be a spouse, domestic partner, parent, son, daughter or next of kin of the covered service member to be eligible for this type of leave.

Next of kin is either the nearest blood relative of the covered service member other than the covered service member's spouse, domestic partner, parent, son or daughter or the person who the covered service member has designated in writing as his or her nearest blood relative for purposes of Military Caregiver Leave.

An eligible employee is entitled to up to 26 workweeks of Military Caregiver Leave during a single 12 month leave period. For purposes of this type of Family & Medical Leave only, a single 12-month leave period is the period beginning the first day an employee takes leave to care for the covered service member and ends 12 months after that date.

Leave is applied on a per-covered service member, per-injury basis. Eligible employees may take more than one period of 26 workweeks of leave if the leave is to care for a different covered service member or to care for the same service member with a subsequent serious injury or illness except that no more than 26 workweeks of leave may be taken within any single 12-month period.

Furloughs and Campus closures of one week or longer that occur during an employee's Military Caregiver Leave are not counted toward the 26 workweek limit.



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If an eligible employee does not use all of his or her 26 workweeks of leave entitlement to care for a covered service member during this single 12-month leave period, the remaining part of the 26 workweek entitlement to care for the covered service member for that serious injury or illness is forfeited.

Reduced Work Schedule or Intermittent Leave

This leave may be taken on an intermittent or reduced schedule basis. If the employee's need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the treatment so as to minimize the disruption to ASUCLA's operations. In addition, ASUCLA may require the employee to transfer temporarily to an alternative position for which the employee is qualified that better accommodates recurring periods of leave than the employee's regular position.

**Qualifying Exigency Leave**

An eligible employee who is the spouse, domestic partner, son, daughter or parent of a member of a regular component of the Armed Forces who is deployed to or returning from a foreign country due to service with the Armed Forces, a member of the Army National Guard of the United States, Army Reserve, Navy Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve or a retired member of the regular Armed Forces or Reserves and is on active duty or call to active duty status may take Qualifying Exigency Leave to attend to any "qualifying exigency" when the covered military member is on active military duty or has been notified of an impending call or order to active military duty to the Armed Forces.

Qualifying Exigency

A Qualifying Exigency is defined as any one of the following, provided that the activity relates to the covered military member's active duty or call to active duty status:

- Short notice deployment to address issues that arise due to a covered military member being notified of an impending call to active duty seven (7) or fewer calendar days prior to the date of deployment
- Military events and activities including official ceremonies
- Childcare and school activities for a child of the covered military member who is either under the age of 18 or incapable of self-care
- Financial and legal arrangements to address the covered military member's absence or to act as the covered military member's representative for purposes of obtaining, arranging or appealing military service benefits while the covered military member is on active duty or call to active duty status and for the ninety (90) days after the termination of the covered military member's active duty status
- Counseling provided by someone other than a health care provider for the employee, the covered military member or a child of the covered military member who is either under age 18 or incapable of self-care
- Up to 5 days of leave to spend time with a covered military member for each instance they are on short-term, temporary rest and recuperation leave during deployment

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- Post-deployment activities to attend ceremonies sponsored by the military for a period of 90 days following termination of the covered military member's active duty and to address issues that arise from the death of a covered military member while on active duty status
- Additional activities related to the covered military member's active duty or call to active duty status when ASUCLA and the employee agree that such activity qualifies as an exigency and agree to both the timing and duration of the leave

Qualifying Exigency Leave may be taken on an intermittent or reduced schedule basis.

**Military Leave for Spouses & Domestic Partners of Service Members**

An eligible employee whose spouse or domestic partner has been deployed as a member of the Armed Forces of the United States, the National Guard, or Reserves during a period of military conflict may take up to 10 days of unpaid leave while their spouse or domestic partner is on leave from a period of war declared by the United States Congress or a period of deployment for which a member of a reserve component is ordered to active duty as defined in Military & Veterans code Section 395.10.

To be eligible, the employee must

- Work an average of 20 or more hours a week
- Provide notice of their intention to take leave within 2 business days of receiving official notice that their spouse or domestic partner will be on leave from deployment.

Employees may use accrued vacation or compensatory time for spousal military leave.

**Curtailment Leave**

ASUCLA may elect to curtail its operations on a location-by-location basis for periods of specific duration, including but not limited to periods of time for energy/cost savings; transitional, seasonal, or holiday periods or the occurrence of emergency situations that adversely affect normal operations.

An employee may elect to substitute accrued vacation and/or accrued compensatory time off for leave without pay. For the purpose of curtailment leave, employees with insufficient vacation accrual balances may use up to three (3) days of vacation credits prior to their actual accrual.

**Voluntary Civil Service Leave**

An employee who also performs emergency duty as a volunteer firefighter, reserve peace officer, and emergency rescue personnel generally may take time off to perform emergency duty when required.

An employee who is a volunteer firefighter may take up to a total of 14 days unpaid leave per calendar year to engage in fire or law enforcement training.

Employees may elect to substitute accrued vacation and/or accrued compensatory time off for leave without pay.

Any employee who wishes to volunteer to aid with emergency response efforts or relief work on their own initiative may use accrued vacation leave or leave without pay.

**Service as an Election Official**

An employee may take unpaid leave to serve as an election officer on Election Day. The employee may use accrued vacation or compensatory time off for this purpose.

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**Leave for Bone Marrow or Organ Donation**

An employee who wishes to donate bone marrow to another person may use up to 5 calendar days in any one year period of accrued vacation, sick leave and/or accrued compensatory time off or leave without pay.

An employee who wishes to donate organs for transplant may use up to 30 calendar days in any one year period of accrued vacation, sick leave and/or accrued compensatory time off or leave without pay.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"WORK-INCURRED DISABILITY LEAVE"**

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Employees who require time off due to a work-incurred injury or illness may be eligible for a Work-Incurred Disability Leave of Absence. This leave may be either paid or unpaid.

Additionally, employees who are injured while at work may be eligible to receive temporary payments through ASUCLA's Workers' Compensation Insurance amounting to:

- 2/3 of gross regular pay, up to a maximum weekly payment established by law.
- These benefits begin following a waiting period of 3 calendar days.

An employee may lose eligibility for Workers' Compensation payments if s/he declines a light duty assignment.

When employees are also eligible for Family & Medical Leave, the leaves would run concurrent with the 12 workweek leave entitlement.

### **Work-Incurred Disability Leave with Pay**

#### Use of Accrued Sick/Vacation Leave and Compensatory Time

Employees may choose to use accrued sick leave, vacation leave, or compensatory time to continue pay during the 3 day waiting period:

- Any Workers' Compensation payments received for the 3 day waiting period will be applied to restore previously used sick, vacation and compensatory time accruals.

Thereafter, employees may choose to supplement temporary Workers' Compensation payments with accrued sick leave, vacation leave, or compensatory time to their full regular rate of pay.

An employee shall not be required to exhaust accrued sick and vacation prior to a Work-Incurred Disability Leave.

#### Extended Sick Leave

When an employee who has chosen to supplement temporary Workers' Compensation payments with accrued sick leave, vacation leave, or compensatory time has exhausted accruals, s/he would be eligible for Extended Sick Leave benefits if:

- The employee remains disabled.
- The employee continues to receive temporary Workers' Compensation payments.

Employees who have not opted to supplement temporary Workers' Compensation payments with accrued sick leave are not eligible for Extended Sick Leave.

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Extended Sick Leave provides:

- An amount equal to the difference between the temporary payments and 80% of the employee's basic pay rate.
- Any shift differential which the employee would have received.

Total Extended Sick Leave payment shall not exceed 26 weeks for any one injury or illness.

If the employee returns to part-time employment, the earnings plus any Workers' Compensation payment -- if less than 80% of basic pay rate plus shift differential -- shall be supplemented to 80% by Extended Sick Leave payments, provided the employee continues to be medically authorized for Workers' Compensation temporary disability.

Extended Sick Leave constitutes an advance against permanent disability payments under Workers' Compensation Insurance.

An eligible employee who does not have sufficient accrued sick leave to cover the 3 calendar days' waiting period for receiving Workers' Compensation payments shall receive Extended Sick Leave payment to cover any part of the waiting period not covered by sick leave. Payment shall be made only after determination that the injury or illness is compensable under Workers' Compensation.

#### **Work-Incurred Disability Leave Without Pay**

After Extended Sick Leave has been exhausted, an employee may request a leave without pay.

An employee on Work-Incurred Disability Leave without pay and receiving temporary Workers' Compensation payments accrues sick leave and vacation on the same basis as if regularly employed, but accrued sick leave is credited to the employee only upon return to work.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES”**

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**Records & Certification**

Leave of Absence records are to be maintained for 3 years by ASUCLA’s Human Resources Division.

Employees may be required to provide certification verifying the need for any leave of absence requested. Failure to provide requested certification may result in dismissal.

The following lists those leaves for which certification is required:

[Jury Duty and Grand Jury Duty](#)

Employees must submit to ASUCLA’s HR Division Area Manager a copy of the court’s subpoena for jury service and at the conclusion of jury service, the court’s report verifying actual dates served.

[Witness Duty](#)

An employee summoned to appear as a witness in any administrative or judicial proceeding should bring a copy of the subpoena or order to their Supervisor and the HR Division Area Manager upon receipt.

[Professional Development](#)

To propose a Professional Development Leave, a written plan addressing the following issues must be submitted:

- Description of the activity or activities to be undertaken by the employee during the leave period
- Dates and period of time requested for the activity
- Relation of activity to the employee’s current job responsibilities and the Association’s mission and goals
- How the activity may assist the employee’s transition to future ASUCLA career opportunities
- Quality of the particular activity including an assessment of the reputation/reliability of the institution/ organization providing the activity
- Statement of the relative importance of this activity
- Impact on other employees’ workload

**Continued ... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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[Military](#)

Employees must submit appropriate documentation verifying they have been called to perform military service.

Employees who have been called to active military duty during the Enduring Freedom Campaign should consult with the HR Division Area Manager.

[Qualifying Exigency Leave](#)

Employees may be required to provide a copy of the covered military member's active duty orders and certification of the reasons for requesting Qualified Exigency leave, the beginning and end dates of the qualifying exigency and other relevant information.

[Military Leave for Spouses & Domestic Partners of Service Members](#)

Employees must submit written documentation (i.e. the official notice) certifying that their spouse or domestic partner will be on leave from deployment during the time requested for spousal military leave.

[Personal Leave](#)

Employees must submit to their supervisors a written statement that explains the need for personal leave, and attach appropriate documentation that verifies the need.

[School Activities](#)

At ASUCLA's discretion, the employee may be required to provide documentation from the school or licensed day care facility as proof that the employee participated in the activity on a specific date and at a specific time.

[Victims of Domestic Violence or Sexual Assault](#)

For unscheduled absences, an employee may be required to provide a copy (if available to the employee within a reasonable amount of time) of:

- A police report indicating that they were a victim of domestic violence or sexual assault
- A court order protecting or separating them from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that they appeared in court
- Documentation from a medical professional, domestic violence advocate or advocate of victims of sexual assault, health care provider, or counselor that they were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault

Records regarding an employee's absence from work for this purpose will be kept confidential.

**Continued ... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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[Victims of Serious or Violent Felonies](#)

The employee must provide a copy of the notice of the proceeding. Documentation may come from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Records regarding an employee's absence from work for this purpose will be kept confidential.

[Leave for Bone Marrow or Organ Donation](#)

An employee may be required to submit medical documentation supporting the request for bone marrow or organ donation leave and/or return to work.

- [Family & Medical Leave](#)
- [Pregnancy Disability Leave](#)
- [Work-Incurred Disability Leave](#)
- [Military Caregiver Leave](#)

Leaves granted for pregnancy disability, personal or family illness or disability, work-incurred disability or military caregiver requires written confirmation of the condition/illness from the employee's health care provider, the health care provider of the employee's family member, and/or proof of the family relationship at the commencement of the leave.

In addition, for purposes of Military Caregiver Leave employees or the covered service member may be required to provide information establishing:

- that the service member is a current member of the regular Armed Forces (including a member of the Reserves; a member of the National Guard; or a member of the Armed Forces, the National Guard or the Reserves who is on the temporary disability retired list undergoing medical treatment, recuperation or therapy for an injury or illness incurred or aggravated by the covered service member in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating or a veteran of the Armed Forces including the National Guard and Reserves, provided that the veteran's injury or illness was incurred or aggravated in the line of duty on active duty and that the medical treatment, recuperation or therapy that the veteran is receiving for that injury or illness is occurring within five (5) years of the date the veteran left the Armed Forces.
- their relationship with the employee  
The employee must be a spouse, domestic partner, parent, son, daughter or next of kin of the covered service member to be eligible for this type of leave. Next of kin is either the nearest blood relative of the covered service member other than the covered service member's spouse, domestic partner, parent, son or daughter or the person who the covered service member has designated in writing as his or her nearest blood relative for purposes of Military Caregiver Leave.
- an estimate of the leave needed to provide care.



**Continued ... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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Under Federal regulations, a "health care provider" is defined as: a doctor of medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, or nurse-midwife who is authorized to practice by the State involved and performing within the scope of their practice as defined by State law, or a Christian Science practitioner.

If the leave requested is for the employee's own serious health condition, a medical certification from the employee's health care provider stating that the employee is able to return to work and fulfill the essential functions of their position is required at the conclusion of the leave. Failure to provide the medical release will result in the denial of reinstatement.

An employee who is returning from an intermittent Family & Medical Leave will not be required to obtain a return-to-work medical certification. However, ASUCLA may seek re-certification of the underlying condition, illness or injury once the leave period specified on the medical certification has expired or prior to that time if:

- The circumstances have changed (e.g., the employee is absent more frequently than the certification indicated).
- ASUCLA receives information casting doubt upon the stated reasons for the absence.

**Reinstatement:**

An employee who has been granted a leave of absence will be reinstated to the same position, or at ASUCLA's discretion, an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment provided that the employee returns to work immediately following termination of the leave or up to six months from the date of release from military duty for an extended military leave.

If the employee would have been laid off or released had the employee remained on pay status during the period of leave, the employee will be afforded the same considerations afforded to other employees scheduled for temporary or indefinite layoff or termination.

The date of reinstatement is determined when the leave is granted unless an extension is granted and a new reinstatement date is determined. An employee is not entitled to reinstatement if their appointment end date occurs before their scheduled return date.

**Continued .... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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**Effects on Benefits**

When Group Insurance Coverages End

<b>PLAN</b>	<b>EMPLOYER PAID COVERAGES END</b>
Medical Dental Vision  Legal Employee Paid Life w/ Employee Paid Dependent Life "AD&D"	Coverages end the last day of the month of the employee's last day on pay status Except when on Family & Medical Leave and/or while receiving Short-Term Disability Insurance Benefits.  <i>NOTE:</i> Family Medical, Pregnancy Disability, Work-Incurred Disability (with Extended Sick Leave) and Military Caregiver Leaves, see below.
ASUCLA Paid Life Core Basic	4 months.
ASUCLA Paid Disability Employee Paid Disability	Last day on pay status. Military Leave: Coverage ends last day actively at work

Family & Medical Leave  
Pregnancy Disability Leave

Health plan coverages (medical, dental, and optical) will continue as if on pay status for a period of up to 12 workweeks in a 12-month period.

An employee on an approved Pregnancy Disability Leave that runs concurrently with the Federal Family & Medical Leave shall not be entitled to an additional 12 workweeks of paid health plan coverage.

Military Caregiver Leave

Health plan coverages (medical, dental, and optical) will continue during Military Caregiver Leave as if on pay status for a period of up to 26 workweeks in a 12 month period.

Short-Term Disability Insurance Benefits

Employees while receiving Short-Term Disability Insurance Benefits will receive ASUCLA's contribution for Medical Coverage for up to 6 months provided their employment is maintained.

Work-Incurred Disability Leave with Extended Sick Leave

Medical benefits continue.

**Continued ... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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[Benefits Continuation Options](#)

When paid coverages end, most group insurances may be continued for up to 2 years by reimbursing ASUCLA the full costs of the group benefits premiums. If an employee fails to pay these premiums within 30 days of the due date, coverages will be canceled.

Supplemental Life Insurance coverage may continue for up to two years while on leave.

If totally disabled for at least six months while enrolled in Supplemental Life, continued coverage without premium payment may be granted.

Supplemental Life Insurance coverage may also continue at group rates for up to six months if an application for UCRP disability income is pending and if a premium waiver request has been filed.

Automobile and Homeowner/Renter Insurance coverage may continue to the end of the contract year by paying premiums directly to the insurance company.

Continuation is not available for:

- ASUCLA Paid Disability
- Employee Paid Disability

However, if ASUCLA determines that the leave qualifies as a professional development leave and the leave has been requested in advance, eligibility to continue your Supplemental Disability coverage for up to two years on a lump sum, direct-pay basis may be granted.

Employees on military leave may continue legal insurance for up to six months at their own expense.

An employee will be liable for payment of plan premiums paid by ASUCLA during any unpaid portion of a leave if the employee does not return to work at the conclusion of an approved leave.

An employee is considered to have returned to work if s/he works for at least 30 calendar days beginning with the scheduled return date.

ASUCLA may recover its share of plan premiums by taking deductions (to the extent permitted by law) from:

- Wages.
- Vacation pay.
- Other pay due the employee.

ASUCLA may initiate legal action to recover its share of plan premiums.

**Continued ... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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An employee will not be liable for the premiums if the failure to return to work is due to:

- The continuation, recurrence or onset of a serious health condition that would entitle the employee to additional Family & Medical Leave.
- The elimination of the employee's position as a result of a temporary or indefinite layoff.
- The unexpected transfer of a spouse to a job located more than 75 miles from the employee's work site.
- The need for the employee to care for a relative other than an immediate family member who has a serious health condition.

Employees who have continued health coverages and who are relocating should contact ASUCLA's HR Division Area Manager about out-of-area benefits and related conditions.

[Retirement & Savings Plans](#)

- [UC Retirement Plan \("UCRP"\)](#)

Contributions to UCRP and the accrual of service credit are discontinued during leave without pay.

Employees granted military leave shall receive length-of-service credits related to employment that would have been granted had they not been absent from work, provided they return to work at the conclusion of the military leave.

Up to an additional six months of service credit will be provided if the period of military service was due to active duty service of any length or active duty training in excess of 180 days, or National Guard or Naval Militia active duty ordered by the federal government. Notification in writing of the intent to return to work within six months of the end of uniformed service is required.

Employees planning to retire within 4 years of taking leave of absence should see ASUCLA's HR Division Area Manager concerning how retirement benefit amounts may be affected by leave of absence.

Employees remain eligible for any UCRP benefits for which they were eligible prior to a leave of absence.

When an employee returns to work following leave without pay:

- Retirement contributions resume again.
- Service credit for the period of time on leave without pay may, for a limited time, be established through ASUCLA's HR Division Area Manager.

UCRP and "CAP" withdrawals are not permitted during leave without pay.

**Continued .... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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Contributions stop with the last paycheck towards:

- [After Tax DCP](#)
- [Tax Deferred 457](#)
- [Tax Deferred 403B Plan](#)
- [403B Loans](#)
- [Dependent Care Assistance Program \("DepCare"\)](#)
- [Health Care Reimbursement Account \("HCRA"\)](#)
- [Tax Savings on Insurance Premiums \("TIP"\)](#)

Employees granted military leave may be entitled to make up contributions to the Defined Contribution Plan ("DCP") and/or the Tax Deferred 403B Plan as if they had been actively employed during their military leave. In general, these contributions must be made up during a period up to the lesser of five (5) years or three times the qualified military leave period.

Employees on leave without pay who have outstanding 403B loans must make payment arrangements through ASUCLA's HR Division Area Manager.

Eligible DepCare expenses incurred through March 15<sup>th</sup> of the following calendar year may be reimbursed, unless participation in the plan is canceled. Claim forms must be received by June 15<sup>th</sup> of the following calendar year, or funds balances are forfeited.

Eligible HCRA expenses incurred through March 15<sup>th</sup> of the following calendar year may be reimbursed, unless participation in the plan is canceled. Claim forms must be received by June 15<sup>th</sup> of the following calendar year, or funds balances are forfeited.

- [For more information](#)

Contact ASUCLA's HR Division Area Manager concerning other retirement savings plans and retirement benefits regulations.

[Other Benefits](#)

- [Holidays](#)

A continuing full-time employee who is on approved leave without pay will receive pay for any holidays which occur during the first 20 calendar days of leave.

- [Vacation Accrual](#)

A full-time professional employee who is on approved leave of absence receives vacation accrual for any hours paid in a month.

- [Sick Accrual](#)

A full-time professional employee who is on approved leave of absence receives full sick accrual for the month provided the employee is on pay status at least one-half the working hours of the month.

**Continued .... "LEAVE OF ABSENCE ADMINISTRATIVE GUIDELINES"**

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Benefits on Return to Pay status

- Health Coverages (if not lapsed)
- ASUCLA Paid Disability
- Legal Expense
- Retirement and Savings Plans
- Dependent Care Assistance Program ("DepCare")
- Health Care Reimbursement Account ("HCRA")
- TIP

Previous coverages/contributions resume automatically.

- Health Coverages (if lapsed)
- "AD&D"
- Employee Paid Life
- Dependent Life
- Employee Paid Disability

Coverages resume as follows:

<b>Leave Without Pay Period</b>	<b>Resume same plans/coverages prior to Leave w/o Pay</b>	<b>New "PIE": May elect any plans for which eligible</b>
<b>Less than 120 days</b>	<b>X</b>	
<b>120+ days</b>		<b>X</b>

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"SICK TIME"**

<b>#636</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/1/2004	<b>Effective:</b>	7/1/2010
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**Eligibility**

- Professional employees.
- Limited appointment employees working 20+ hours per week for 6 or more months.
- There is no waiting period before accrued sick time may be used.

**Accrual Rates**

<b>Full-time:</b>	8 hours per month
<b>Part-time:</b>	Accrual is in proportion to hours worked

**Maximum Accrual**

There is no maximum accrual of sick leave. Unused sick accruals are converted to retirement service credit at retirement.

**Approval/Notice of Sick Time Off**

Whenever possible, an employee shall request advance supervisory approval for sick time off for the following reasons:

- Due to personal illness.
- To attend medical, dental or other health related appointments.
- To tend to the illness of a family member.
- To take a family member to a medical, dental or other health related appointment.
- For bereavement reasons (see #616: "Leave With Pay" - Bereavement).

Family members include the employee's spouse, domestic partner, children (including children of the employee's domestic partner), parents, siblings, grandparents, grandchildren, in-laws, step-relatives, or relatives by adoption. If an employee was raised by persons other than their biological parents, and/or an employee is raising a child who is not their biological child, these individuals are also included.

Advance requests for sick time off shall be in writing to the employee's supervisor. When advance written request for sick time off is not possible, an employee is expected to provide as much advance notice of absence as possible (see "Attendance").

In granting requests for sick time off to attend personal or family member health related appointments, supervisors will consider operating needs and employees' preferences.

Sick accruals may not be used directly preceding, during or following approved vacation time off, except in accordance with Leave of Absence policies/procedures.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"VACATION"**

<b>#641</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 8/1/2005	<b>Effective:</b>	8/1/2015
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**Eligibility**

- All regular status professional employees.
- Limited appointment employees working 20+ hours per week for 6 or more months.
- Vacation time may not be used when on Probationary Status.

**Accrual Rates**

The schedules below show how full-time employees accrue vacation hours. Part-time staff accrue vacation in proportion to hours worked.

- [All Employees except Directors and Above](#)

Years of Service	Hours Accrued Monthly	Days Accrued Annually	Maximum Accrual (in hours)	Maximum Accrual (Grace Period)
1 <sup>st</sup> through 9 <sup>th</sup>	10	15	240	280
10 <sup>th</sup> through 14 <sup>th</sup>	12	18	288	336
15 <sup>th</sup> through 19 <sup>th</sup>	14	21	336	392
20 <sup>th</sup> and above	16	24	384	448

- [Directors and above](#)

Years of Service	Hours Accrued Monthly	Days Accrued Annually	Maximum Accrual (in hours)	Maximum Accrual (Grace Period)
1 <sup>st</sup> through 4 <sup>th</sup>	12	18	288	336
5 <sup>th</sup> through 9 <sup>th</sup>	14	21	336	392
10 <sup>th</sup> and above	16	24	384	448

- [Grandfathered](#)

**Hired as a SAM or DAM before 7/1/96**

Years of Service	Hours Accrued Monthly	Days Accrued Annually	Maximum Accrual (in hours)	Maximum Accrual (Grace Period)
1 <sup>st</sup> through 4 <sup>th</sup>	10	15	240	280
5 <sup>th</sup> through 9 <sup>th</sup>	12	18	288	336
10 <sup>th</sup> through 14 <sup>th</sup>	14	21	336	392
15 <sup>th</sup> and above	16	24	384	448



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**Maximum Accrual**

When the maximum accrual is reached, additional vacation hours are not accrued unless approved by the Executive Director.

**Payout of Vacation Accrual**

Payout of unused vacation accruals shall occur only upon separation from employment with ASUCLA.

**Approval for Vacation Time Off**

Whenever possible, employees must submit written requests for vacation time off to their supervisors, in advance. In granting requests for vacation time off, supervisors will consider operating needs and employees' preferences.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"HOLIDAYS"**

<b>#646</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/1/2004 7/1/2008 7/1/2010	<b>Effective:</b>	7/1/2021
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ASUCLA provides regular status professional employees with holiday pay on the following 13 holidays:

- New Year's Day
- Martin Luther King Day - third Monday in January
- Presidents' Day - third Monday in February
- Cesar Chavez Day - last Friday in March
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving & the day after
- Christmas Eve (or announced equivalent)
- Christmas
- New Year's Eve (or announced equivalent)

Holiday pay is at an employee's regular rate of pay.

An employee must be regularly scheduled to work on the day on which the holiday falls to be eligible for holiday pay.

Non-exempt employees who work on any of the above holidays will receive:

- Their regular rate of pay for the hours worked, plus holiday pay; or,
- A day off in the week in which the holiday falls, plus holiday pay.

This is determined by the department supervisor based on operating needs.

Part-time employees receive holiday pay proportionally to their regular work schedule.

Special or Religious Holiday

An employee may take time off to observe a special or religious holiday if the Supervisor determines that the time off does not cause undue hardship to the department. Employees may use accrued vacation and/or compensatory time off or they may take unpaid leave.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"PERFORMANCE RECOGNITION AWARDS"**

<b>#651</b>	<b>1 of 1</b>	<b>Supersedes:</b>	11/1/97 1/1/2001 5/1/2002 8/1/2005	<b>Effective:</b>	5/1/2015
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**Spot Award\$**

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

<b>For individual excellence:</b>	<b>For group excellence:</b>
<b>\$100 or \$250</b> in the form of a check	<b>\$500</b> in the form of a check shared equally by group members

Professional employees are eligible to receive multiple "Spot" awards.

**Exceptional Performance Award\$**

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

- **\$500** in the form of a check.

A professional employee who meets the above criteria and who exemplifies achievement of performance excellence may receive ASUCLA's "**Employee of the Year**" award:

- **\$1,500** in the form of a check.

"Exceptional Performance" awards are given once annually. Recipients are honored at an event that is attended by professional and student staff of ASUCLA.

**Eligibility**

Regular professional employees of ASUCLA Services & Enterprises are eligible for performance recognition awards/bonuses, except those who are eligible to participate in ASUCLA's Incentive Bonus Plan. Exceptions may be granted by the Executive Director.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"EDUCATION & TRAINING"**

<b>#656</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2005	<b>Effective:</b>	7/1/2011
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ASUCLA encourages regular status professional employees to increase their job knowledge and work competencies by providing the following benefits for continued education and training:

**UCLA Regular Session Classes:**

- 2/3 discount on regular session UCLA classes.
- Applies to maximum of 3 courses or 9 units per quarter.

**UCLA Extension & Summer Session:**

- 25% discount on most UCLA Extension classes.

**UCLA Staff Development Courses:**

- 100% ASUCLA paid for job-related training courses.
- Requires advance management/Human Resources approval.

**Conferences/Seminars:**

- 100% ASUCLA paid for job-related conferences and seminars.
- Requires advance management/Human Resources approval.

**Professional Memberships/Subscriptions:**

- 100% ASUCLA paid for job-related memberships and subscriptions.
- Requires advance management/Human Resources approval.

These benefits are subject to the availability of funds, and to the terms and conditions of the University.

**Application for Benefits**

An employee must obtain approval signatures for ASUCLA paid education/training benefits from his/her supervisor and the Human Resources Division prior to registering.

Requests to attend any education/training that would require a change to the regular work schedule also require approval of the employee's Division Director.

UCLA Regular Session Classes:

"Employee Reduced Fee Enrollment Application Form".  
Enrollment forms are obtained at ASUCLA's Human Resources Office.

UCLA Extension:

"UCLA Extension Enrollment Form".  
Enrollment forms are obtained at ASUCLA's Human Resources Office.

UCLA Staff Development Courses:

Enrollment is through UCLA LMS (Learning Management System).

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"EMPLOYEE ASSISTANCE PROGRAM (EAP)"**

<b>#661</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	1/1/2001
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ASUCLA employees and dependents who are experiencing difficulties in their personal or professional lives may obtain free, short-term professional help on a confidential basis through the Staff & Faculty Service Center.

Personal counseling is available for:

- Marital and family problems.
- Alcohol and drug abuse.
- Emotional problems.
- Financial problems.

The Staff & Faculty Service Center is located at:

10920 Wilshire Boulevard, Suite 380  
Los Angeles, CA 90024-1457

For information or to schedule an appointment, call 310/794-0245.

In addition, the Center can assist supervisors and departments on such things as team building and in response to trauma in the work place. Interested ASUCLA departments should contact ASUCLA's Human Resources Division for more information.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"EMPLOYEE DISCOUNT"**

<b>#666</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 5/15/2003 5/1/2004 8/1/2005	<b>Effective:</b>	8/1/2006
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Professional and Limited Appointment employees of ASUCLA are eligible to receive a 20% discount on designated items, regular and sale price, in the UCLA Stores, however Employee Discounts are not stackable during One Day Sale events.

ASUCLA Retirees are eligible for a lifetime discount.

To receive this discount, employees must present their staff I.D. card at the time of purchase.

This discount privilege applies only to purchases you make for:

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

You may not apply your employee discount to:

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

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"FOOD SERVICE EMPLOYEE MEAL PROGRAM"**

<b>#671</b>	<b>1 of 1</b>	<b>Supersedes:</b>	1/1/2001	<b>Effective:</b>	7/01/2021
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Employees who work in the Food Service Division are eligible for an Employee Meal Allowance on any day they work 2 or more hours.

The daily meal allowance is worth up to 50% of the cost of a meal, up to a retail value of \$5.00. Employees pay the full amount of any meal cost above \$5.00.

<b>If your meal costs ....</b>	<b>The meal allowance is ....</b>	<b>You pay ....</b>
<b>\$6.00</b>	<b>\$3.00</b>	<b>\$3.00</b>
<b>\$10.00</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>\$11.50</b>	<b>\$5.00</b>	<b>\$6.50</b>

Complete information about this program is provided to Food Service Division employees at time of hire.

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

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"RECREATIONAL DISCOUNTS"**

<b>#676</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/1998 5/1/2020	<b>Effective:</b>	7/1/2021
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ASUCLA employees are eligible to purchase tickets to cultural and sporting events, theme parks and more!

Simply contact the Central Ticket Office at 310.825.2101, [cto@tickets.ucla.edu](mailto:cto@tickets.ucla.edu), or visit online at <https://www.tickets.ucla.edu/>



**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"CAMPUS PRIVILEGES & DISCOUNTS"**

<b>#681</b>	<b>1 of 1</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	4/1/98
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ASUCLA employees are welcome to purchase the following campus memberships and enjoy a wide variety of campus privileges and discounts:

#### **Athletic Privileges Card**

- Season football tickets and discounts on tickets for other sporting events.
- Purchased at the James West Center Ticket Office.

#### **Fine Arts Privileges Card**

- Discounts on tickets for any UCLA-produced fine arts event.
- For more information, contact UCLA's Central Ticket Office.

#### **Recreation Card**

- Access to campus recreational and fitness activities, facilities and services.
- Discounts on Summer Youth camps and programs.
- Purchased at the John Wooden Center's Administrative Office.

#### **Library Card**

- Use of UCLA's extensive library facilities.
- Obtained at the University Research Library (URL) near ASUCLA's North Campus Student Center.
- Must present ASUCLA staff ID card and a valid California Driver's License.
- No charge.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"UNIVERSITY CREDIT UNION"**

<b>#686</b>	<b>1 of 1</b>	<b>Supersedes:</b>	none	<b>Effective:</b>	4/1/98
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ASUCLA employees are eligible to join the University of California Credit Union, located on Ackerman Union's "A" level. Membership offers a full scope of financial services including:

- Checking
- Savings
- Low-cost loans
- Credit cards



**Corrective Action** \_\_\_\_\_ **#701**  
General Provisions  
Investigation Preceding Corrective Action

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

<b>#701</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002	<b>Effective:</b>	7/1/2013
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### **General Provisions**

Corrective action is intended to improve and/or correct the job performance or conduct of regular status professional employees.

Corrective actions include but are not limited to: written performance warnings; suspensions; demotions; corrective pay decreases; and dismissal. The nature of the performance problem determines what corrective action is administered.

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

### **Written Performance Warning**

At least 1 written performance warning shall precede any other more serious corrective action, except when:

- Corrective action is the result of performance or conduct that an employee knows, or reasonably should have known, to be unsatisfactory.
- Unsatisfactory performance or misconduct warrants immediate dismissal (see "Dismissal").

### **Suspension**

The length of a suspension is based on the seriousness of the performance or conduct giving rise to the suspension. Suspensions without pay for exempt employees may be administered only in increments of 1 workweek. However, suspensions without pay in increments of less than 1 workweek may be administered for violations of significant safety policies and procedures relating to prevention of serious danger to the workplace or other employees.

### **Written Notice**

Written notice of corrective action is required, except for:

- Written performance warnings.
- Suspensions that precede dismissal due to misconduct.

The written notice will describe the intended corrective action, the reason(s) for the action, and the intended effective date. In addition, a statement will be included that the employee may respond in writing within 8 calendar days from the date the written notice is issued.

After 8 calendar days and consideration of the employee's response, if any, the employee will be notified in writing of the corrective action to be taken and its effective date. In addition, the employee will be advised of ASUCLA's Professional Employment Policy #801, "Complaint Resolution".

#701	2 of 2	Supersedes:	4/1/98 1/1/2001 5/1/2002	Effective:	7/1/2013
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### Investigation Preceding Corrective Action

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

Reasons for Investigative Leave include but are not limited to:

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

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

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

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

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

**801**  
**COMPLAINT RESOLUTION**



Complaint Resolution \_\_\_\_\_ #801

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

<b>#801</b>	<b>1 of 6</b>	<b>Supersedes:</b>	7/1/98 1/1/2001 5/15/2003 8/1/2005 7/1/2008 7/1/2011	<b>Effective:</b>	9/1/2012
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ASUCLA has an 'open door' policy, and encourages its employees to discuss their work place concerns immediately with their supervisor or manager. At times, however, employees are more comfortable first discussing their concerns with the Human Resources Division. Often, meetings with Human Resources focus on how an employee can directly resolve their concerns.

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

### **Employee Complaint Resolution Procedures**

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

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

### **Eligibility**

Regular status professional employees are eligible to have their work place concerns or complaints reviewed under this policy, with the exception of:

- Employees who voluntarily terminate or retire are not eligible.
- Employees in ASUCLA Director classifications are not eligible to request a Hearing, but may request an Administrative Review, both described under "Formal Review".

### **Scope**

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

Formal Review under ASUCLA's Complaint Resolution Procedure applies to complaints about:

- Corrective suspensions, demotions, pay decreases, dismissals, and written performance warnings pertaining only to such actions.
- Medical separation.
- Hours of work, overtime, shift differential, holidays, vacation (except scheduling), sick leave, and leave of absence.
- Alleged violation of ASUCLA's policy on "Indefinite Layoff or Reduction in Time" pertaining only to layoff notice, order of layoff, recall, or preference for reemployment.
- Reprisal for using or participating in the Complaint Resolution process.
- Alleged violation of ASUCLA's policies on Non-discrimination or Sexual Harassment pertaining only to discriminatory application of policies listed above in this section.

**Continued .... "COMPLAINT RESOLUTION"**

<b>#801</b>	<b>2 of 5</b>	<b>Supersedes:</b>	7/1/98 1/1/2001 5/15/2003 8/1/2005 7/1/2008 7/1/2011	<b>Effective:</b>	9/1/2012
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**Informal Review**

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

**Formal Review**

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

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

[Submitting a Request for Formal Review](#)

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

The employee must describe on the form:

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

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

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

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



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

Appeals

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

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

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

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

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

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

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

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

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

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

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

Administrative Review

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

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

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

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

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

Appeals

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

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

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

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

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

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

Hearing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The report will describe:

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

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

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

The decision shall be final and binding.

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**Time Limits**

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

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

**Pay Status during the Complaint Process**

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

**Withdrawal of a Complaint**

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

**Failure to Participate**

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

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

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

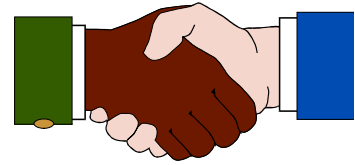
**Conflict of Interest**

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

**Retaliation**

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

# 900's SEPARATION



<b>Resignation</b> _____	<b>#901</b>
Notice Period	
Exit Interviews	
<b>Dismissal</b> _____	<b>#906</b>
Immediate Dismissal	
Written Confirmation	
Ineligibility for Rehire	
<b>Layoff &amp; Reduction in Time</b> _____	<b>#911</b>
<b>Medical Separation</b> _____	<b>#916</b>
<b>Retirement</b> _____	<b>#921</b>
<b>Final Paychecks</b> _____	<b>#926</b>
<b>Benefits Following Separation</b> _____	<b>#931</b>
COBRA Continuation Option	
In the Event of Death	
<b>Unemployment Insurance Benefits</b> _____	<b>#936</b>
<b>Employment Verification</b> _____	<b>#941</b>

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"RESIGNATION"**

<b>#901</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	5/1/2002
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When a professional employee resigns from employment with ASUCLA, s/he is asked to complete ASUCLA's "Notice of Separation" form, which is obtained through Human Resources. This form is also located in the Excel Shared Drive: S Drive>HR>Forms>Separation.

- The form serves as the employee's written notice of resignation.
- The form provides ASUCLA with the employee's requested last day of work.
- The back of the form is used during the employee's Exit Interview.

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

- Immediately contact Human Resources to request the "Notice of Separation" form or locate it on the Excel Shared Drive: S Drive>HR>Forms>Separation.
- Forward the completed form to Human Resources no later than on the next business day.

### **The Resignation Notice Period**

Employees are encouraged to provide their supervisors with as much advance notice of their resignation as possible. At minimum, 2 weeks' advance notice is desirable.

A determination may be made that it is in the best interests of ASUCLA to separate the employee prior to the requested last day of work. In most cases, the employee would receive regular pay for the requested resignation notice period, up to a maximum of 2 weeks' pay.

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

### **Exit Interviews**

On receiving the completed "Notice of Separation" form, ASUCLA's Human Resources Division contacts resigning employees to schedule an Exit Interview.

The first part of the Exit Interview provides resigning employees with an opportunity to express their likes, dislikes and suggestions about their employment experience with ASUCLA, and to ask questions about the separation process. Feedback is reviewed by ASUCLA's Human Resources management, and is often shared with appropriate operating division management.

The second part of the Exit Interview provides benefits counseling to the separating employee.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"DISMISSAL"**

<b>#906</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002	<b>Effective:</b>	7/1/2013
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ASUCLA regular status professional employees are involuntarily dismissed from employment when their performance or conduct does not meet business needs and/or standards.

Limited appointment and probationary employees may be released at any time at the discretion of the Association.

### **Prior Written Performance Warning**

In general, regular status professional employees will receive at least 1 written performance warning prior to being involuntarily dismissed due to unsatisfactory performance.

Under the following circumstances, prior written performance warning is not required:

- Dismissal of regular status professional employees due to misconduct.
- Release of limited appointment and probationary employees.
- Dismissal or release of employees due to performance or conduct that constitutes grounds for immediate dismissal (see "Immediate Dismissal", below).

### **Written Notice of Intent to Dismiss**

Regular status professional employees receive advance written notice of ASUCLA's intent to dismiss.

The written notice will describe the reason(s) for the intended dismissal, and will include a statement that the employee may respond in writing within 8 calendar days from the date the written notice is issued.

Employees will remain on active pay status during the 8 day notice of intent to dismiss period; however, in cases where it is determined that dismissal is warranted due to misconduct, the notice of intent to dismiss period will be without pay.

Limited appointment and probationary employees do not receive advance written notice of release from employment.

### **Written Confirmation of Dismissal**

Employees who are dismissed from ASUCLA employment receive written confirmation of the dismissal. The written dismissal letter addresses:

- The reason(s) for the dismissal.
- The effective date of the dismissal.
- Ineligibility for rehire.
- Employment verifications.
- Final paycheck(s) and benefits.
- Unemployment Insurance Benefits.
- ASUCLA's Professional Employment Policy #801, "Complaint Resolution".

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### Immediate Dismissal

**The following lists some examples of grounds which may result in immediate dismissal without prior corrective action (this list is not intended to be all inclusive):**

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

### Ineligibility for Rehire

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

Regular status professional employees may utilize ASUCLA Professional Employment Policy #801, "Complaint Resolution" to request reconsideration of ineligibility for rehire.



**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"LAYOFF OR REDUCTION IN TIME"**

<b>#911</b>	<b>1 of 7</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2003 8/1/2005 7/1/2008 7/1/2010 7/1/2012	<b>Effective:</b>	7/1/2013
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Business conditions that can result in the indefinite elimination or reduction in time of ASUCLA positions include such things as lack of funds, lack of work, and reorganization.

It is solely ASUCLA's responsibility to determine the need for layoffs, the classifications of employees to be laid off and the layoff unit.

Staffing levels will be reduced in accordance with this policy if, in the judgment of ASUCLA, budgetary or operational considerations make it necessary to curtail operations, reorganize, reduce the hours of the workforce and/or reduce the workforce.

When business conditions necessitate the indefinite elimination or reduction in time of ASUCLA positions, efforts will be made wherever possible to minimize the impact on ASUCLA employees by considering alternatives to indefinite layoff and reduction in time such as reassignment and transfer to comparable positions in their department.

To minimize the effects of layoff, ASUCLA shall provide regular status employees covered by this policy who are laid off, the option of:

- The right to be recalled to the department from which the employee was laid off and preference for reemployment in all departments of ASUCLA, or
- Severance pay in lieu of the right to recall and preference for reemployment.

### **Scope**

This policy covers indefinite layoff and reduction in time, temporary layoff and reduction in time, transfer to a limited appointment resulting from the elimination of a professional position, and involuntary reassignment to a partial-year professional position resulting from the elimination of a full-year professional position.

ASUCLA employs both represented and non-represented employees. Represented employees will abide by their Union Contract when variances occur between "Associated Students UCLA: Professional Employment Policies".

### **Determination of Indefinite Layoff or Reduction in Time**

Specific positions are identified for indefinite elimination or reduction in time based on business conditions and operating needs.

Employees holding affected positions will be indefinitely laid off or have their time indefinitely reduced when reassignment or transfer to a comparable position (at the same classification or salary level) within their department is not feasible. Employees are not eligible for reassignment or transfer to comparable or other positions for which they are not qualified.

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When there is more than one of the same position in a department and not all have been eliminated or reduced in time, the following will be considered in determining which employee(s) will be indefinitely laid off or reduced in time:

- Performance documentation that is included in the Employment File.
- Job skills, knowledge and competencies.
- Thereafter, inverse order of length of service will be the determining factor.

Employees with priority for retention may waive their seniority in order to be designated for layoff subject to management approval.

Seniority shall be calculated by full-time equivalent months (or hours) of service. Employment prior to a break in service shall not be counted. In those cases where employees have the same number of full-time equivalent months (or hours), the employee with the most recent date of appointment shall be laid off first.

Determination of indefinite layoffs and reductions in time require the advance approval of Division Directors and the Director of Human Resources & Payroll.

**Notice of Layoff or Reduction in Time**

Temporary Layoff or Temporary Reduction in Time

An employee shall be given written notice of the effective date and the ending date of a temporary layoff or reduction in time. A temporary layoff or temporary reduction in time shall not exceed four calendar months.

Employees may be temporarily laid off or reduced in time irrespective of seniority or classification, and are ineligible for the right to recall or preference for reemployment. Accrued sick leave shall not be used during temporary layoff.

If an indefinite layoff or indefinite reduction in time should occur during a temporary layoff or reduction in time, the procedures for indefinite layoff or indefinite reduction in time shall apply.

Indefinite Layoff or Indefinite Reduction in Time

When feasible, employees will receive at least thirty (30) calendar days' advance notice of indefinite layoff or reduction in time, in writing. Employees will also receive information about how their benefits may be impacted, unemployment insurance, and reemployment policies. The Human Resources Division is responsible for preparing notice and information documents for department managers, and will assist department managers in presenting the documents to affected employees.

During the thirty (30) day notice period, employees affected by indefinite layoff or reduction in time will remain on active pay status at their current regular pay rates at time of notice.

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**Severance Pay**

A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely will have the option of severance pay in lieu of preference for reemployment and the right to recall.

When an employee elects severance pay in lieu of preference for reemployment and the right to recall, the following guidelines apply:

Payment Schedule

An employee who elects severance pay in lieu of preference for reemployment and right to recall shall be paid a lump sum amount of one week (5 workdays) of salary for each full year of service up to a maximum of 16 weeks of base pay.

An employee whose time has been reduced indefinitely and who elects severance pay in lieu of preference for reemployment and the right to recall shall receive severance pay for the percent of time reduced in accordance with the payment schedule above.

Severance pay is received at the end of the notice period.

Repayment

Employees who have secured reemployment with ASUCLA during the notice period will not receive severance pay.

An employee who has received severance pay under this policy and who returns to work in a professional position at the same or higher salary and same percentage of time or greater as the position held at the time of layoff shall repay ASUCLA the portion of severance pay received that exceeds the time the employee was laid off.

**Reemployment from Indefinite Layoff**

A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely will have the option of preference for reemployment and the right to recall in lieu of severance pay.

When an employee elects preference for reemployment and the right to recall in lieu of severance pay, the following guidelines apply:

Right to Recall:

Employees may be recalled by ASUCLA to any position for which they are qualified:

- In the same department.
- At the same classification.
- At the same or greater percentage of time as the position held at the time of indefinite layoff or reduction in time.

When more than one employee meets these criteria, the following will be considered in determining which employee(s) will be recalled:

- Performance documentation that is included in the Employment File.
- Job skills, knowledge and competencies.
- Thereafter, length of service will be considered.

<b>Continued .... "LAYOFF OR REDUCTION IN TIME"</b>					
<b>#911</b>	<b>4 of 7</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002 8/1/2003 8/1/2005 7/1/2008 7/1/2010 7/1/2012	<b>Effective:</b>	7/1/2013

[Preferential Consideration for Reemployment or Transfer:](#)

Employees may receive preferential consideration for any position with ASUCLA:

- For which they are qualified.
- For which they have applied using ASUCLA's application process.
- Which is at the same or lower classification.

The following will be considered when more than one employee with preferential consideration has applied to the same position in determining whether or not reemployment or transfer will be granted:

- Performance documentation that is included in the Employment File.
- Job skills, knowledge and competencies.
- Thereafter, length of service will be considered.

Preferential consideration for reemployment or transfer is in effect following employees' receiving notice of indefinite layoff or reduction in time as follows:

[Recall and Preferential Rehire Status Eligibility](#)

<b>Years Seniority at Time of Layoff</b>	<b>Preferential Rehire Status Eligibility</b>
less than 5	1 year
5 but less than 10	2 years
10 or more	3 years

[Impact of Temporary ASUCLA Employment on Recall and Preference:](#)

Recall and preferential consideration continue during, but are not extended by, temporary periods of employment at ASUCLA.

[Termination of Recall and Preferential Consideration:](#)

Recall and preferential consideration will terminate under the following conditions:

- When an employee fails to respond to a written notice of recall opportunity.
- When an employee declines a recall opportunity.
- When an employee refuses a preferential job offer.
- When an employee refuses two offers of employment to an ASUCLA regular status position at the same or higher rate of pay, and at the same or greater percentage of time, as the position held at the time of indefinite layoff or reduction in time.
- When an employee resigns.
- When an employee retires.
- When an employee accepts any ASUCLA regular status position and passes the trial employment period, if required.

**Continued .... "LAYOFF OR REDUCTION IN TIME"**

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Trial Reemployment:

Employees re-employed during the period of preferential consideration may serve a six (6) month trial reemployment period, unless notified to the contrary in writing. Time on leave with or without pay is not qualifying service for completion of the trial employment period.

At any time during the trial reemployment period, an employee may be returned to layoff status. This may be at either the employee's or management's discretion. Upon return to layoff status, eligibility for recall and preferential consideration is restored for the period remaining prior to the beginning of the trial reemployment period.

**Service Upon Reemployment**

Reemployment within the period of right to recall and preference for reemployment or from temporary layoff provides continuity of service. If reemployment occurs within the period of right to recall and preference or during the temporary layoff period there is no break in service for that time period.

**Impact on Benefits**

Group Insurance Plans:

<b>PLAN</b>	<b>COVERAGES/CONTRIBUTIONS END</b>
Medical Dental Vision Legal ASUCLA Paid Life Employee Paid Life Dependent Life "AD&D"	Coverages end the last day of the month of the employee's last day of notice period*
ASUCLA Paid Disability Employee Paid Disability	Coverages end last day of notice period
Dep Care * HCRA* "TIP"	Coverages end last day of notice period

\* Eligible expenses incurred through the end of the notice period in which the last contribution was made may be submitted for reimbursement.

**Continued .... "LAYOFF OR REDUCTION IN TIME"**

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Retirement & Savings Plans:

UCRS regulations determine the effect of indefinite layoff status on retirement benefits.

Employees should contact ASUCLA's HR Division Area Manager about:

- Inactive membership.
- Refund of accumulations.
- Rollovers of accumulations.
- Retirement income.
- Lump Sum cashouts.

Vacation & Sick Leave:

Vacation and sick time continue to accrue during the notice period, but not following the effective date of the indefinite layoff. For employees whose time has been indefinitely reduced, vacation and sick time accruals are reduced proportionally following the effective date of the time reduction.

Employees will receive payout of unused vacation accruals, if any, on the last day of the notice period.

Unused sick leave accruals are not paid out.

Persons who are laid off and subsequently reemployed during the period of recall and preferential rehire status will have all accrued sick leave reinstated.

COBRA Continuation Option:

Through the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), employees may elect to continue their ASUCLA-sponsored group coverages by paying the full costs of the premiums.

Legal insurance is not eligible for COBRA continuation.

Employees will be advised in writing of their COBRA options on the layoff notice date.

Employees have 60 days from the date of layoff, or from the date COBRA rights are sent, to apply for COBRA continuation.

Employees will also be notified of their rights through AB 1401 which requires all insured health plans including HMO's in California to offer certain individuals who have exhausted their Federal COBRA coverage and who have had less than 36 months of coverage, the opportunity to continue coverage under Cal-COBRA for up to a total of 36 months from the date of the beginning of their Federal COBRA coverage period.

To exercise the coverage continuation rights afforded under AB 1401, an election to purchase the extended coverage must be made in writing by the former employee to the carrier no later than thirty (30) calendar days prior to the end of the applicable eighteen (18) or twenty-nine (29) month Federal COBRA continuation period.

**Continued .... "LAYOFF OR REDUCTION IN TIME"**

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The cost of the continuation coverage under Cal-COBRA cannot exceed 110% or 150% for those under a disability extension of the applicable premium.

This law does not change the existing California Continuation Coverage that give UC active employees with at least five (5) years of employment with UC and who are laid off at age sixty (60) or older the right to elect continuation coverage for up to five (5) years from the time of lay off.

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

<b>#916</b>	<b>1 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003 7/1/2007	<b>Effective:</b>	7/1/2013
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An employee may be medically separated when unable to perform essential, assigned job functions due to a disability or medical condition. Prior to medical separation, ASUCLA will engage in the interactive process.

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

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

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

- The employee's receipt of disability payments from a retirement system to which ASUCLA contributes.

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

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

### **Medical Documentation**

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

### **Written Notice of Intent to Medically Separate**

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

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

### **Written Confirmation of Medical Separation**

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



<b>#916</b>	<b>2 of 2</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/15/2003 7/1/2007	<b>Effective:</b>	7/1/2013
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The written confirmation of medical separation addresses:

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

### **Special Reemployment**

An employee may be selected for a position without the requirement that the position be posted under the following circumstances:

- For a period of 1 year following medical separation.
- For a period of 3 years following the commencement of retirement disability benefits from a retirement system to which ASUCLA contributes.

When an employee returns to work under special reemployment, a break in service does not occur.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"RETIREMENT"**

<b>#921</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2004	<b>Effective:</b>	7/1/2008
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Employees considering retirement are encouraged to contact ASUCLA's HR Division Area Manager at least 4 months in advance to ensure that retirement income payments will commence following separation from active employment.

A number of retirement planning resources are available to employees, including:

- **"AT YOUR SERVICE" on the World Wide Web: " <http://atyourservice.ucop.edu/>"**
- **ASUCLA's HR Division Area Manager: 310/825-7055**

Employees who are retiring will meet with Human Resources staff prior to separation for an Exit Interview.

- The Exit Interview provides retiring employees with an opportunity to express their likes, dislikes and suggestions about their employment experience with ASUCLA.
- Feedback is reviewed by ASUCLA's Human Resources management, and is often shared with appropriate operating division management.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:**

**“FINAL PAYCHECKS”**

<b>#926</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2002	<b>Effective:</b>	7/1/2013
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**Resignation**

A professional employee who ends their employment with ASUCLA shall be paid their final paycheck including payout of any unused vacation accruals or compensatory time on the next scheduled paycheck for their FLSA status (exempt: monthly paycheck; nonexempt: biweekly paycheck).

**Termination**

If a professional employee is terminated by ASUCLA, their final paycheck including payout of any unused vacation accruals or compensatory time will be paid on the last day worked.

If the professional employee was terminated while on investigatory or administrative leave, the final paycheck including payout of any unused vacation accruals or compensatory time, will be sent to the employee by certified mail at the time of termination.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"BENEFITS FOLLOWING SEPARATION"**

<b>#931</b>	<b>1 of 3</b>	<b>Supersedes:</b>	1/1/2001 5/1/2002 8/1/2005 7/1/2007 7/1/2008 7/1/2010	<b>Effective:</b>	7/1/2012
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**Group Insurance Plans**

<b>PLAN</b>	<b>COVERAGES/CONTRIBUTIONS END</b>
Medical Dental Vision Legal ASUCLA Paid Life Employee Paid Life Dependent Life "AD&D"	Coverages end the last day of the month of the employee's last day on pay status *
ASUCLA Paid Disability Employee Paid Disability	Last day on pay status
HCRA * Dep Care * "TIP"	Last day on pay status

\* Example: If the last day on pay status is 9/1/2012, coverages would end 9/30/2012.

\* Eligible expenses incurred through the end of the pay period in which the last contribution was made may be submitted for reimbursement.

**Retirement & Savings Plans**

Contributions stop on the last day on pay status. Employees should contact ASUCLA's HR Division Area Manager about:

- Inactive membership.
- Refund of accumulations.
- Rollovers of accumulations.
- Retirement income.
- Lump Sum cashouts.

**Continued .... "BENEFITS FOLLOWING SEPARATION"**

<b>#931</b>	<b>2 of 3</b>	<b>Supersedes:</b>	1/1/2001 5/1/2002 8/1/2005 7/1/2007 7/1/2008 7/1/2010	<b>Effective:</b>	7/1/2012
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**Vacation & Sick Leave**

- Employees receive payout of unused vacation accruals, if any, at separation.
- Unused sick leave accruals are not paid out at separation.
- On retiring, sick leave accruals are converted to service credit.

Persons who are re-employed after a separation of less than 6 months (180 calendar days) shall have sick leave accruals reinstated as follows:

<b>Separation Period</b>	<b>Maximum Reinstated</b>
Less than 90 calendar days	All accruals from prior service
90 - 179 calendar days	Up to 80 hours accrued from prior service

**COBRA Continuation Option**

Through the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), employees may elect to continue their ASUCLA-sponsored group coverages by paying the full costs of the premiums.

- Employees separated due to misconduct are not eligible for COBRA continuation.
- Legal insurance is not eligible for COBRA continuation.

Employees will be advised in writing of their COBRA options on separation.

Employees have 60 days from the date of separation, or from the date notice of COBRA rights is sent, to apply for COBRA continuation.

Employees will also be notified of their rights through AB 1401 which requires all insured health plans including HMO's in California to offer certain individuals who have exhausted their Federal COBRA coverage and who have had less than 36 months of coverage, the opportunity to continue coverage under Cal-COBRA for up to a total of 36 months from the date of the beginning of their Federal COBRA coverage period.

To exercise the coverage continuation rights afforded under AB 1401, an election to purchase the extended coverage must be made in writing by the former employee to the carrier no later than thirty (30) calendar days prior to the end of the applicable eighteen (18) or twenty-nine (29) month Federal COBRA continuation period.

The cost of the continuation coverage under Cal-COBRA cannot exceed 110% or 150% for those under a disability extension of the applicable premium.

This law does not change the existing California Continuation Coverage that give UC active employees with at least five (5) years of employment with UC and who terminate at age sixty (60) or older the right to elect continuation coverage for up to five (5) years from the time of termination.

**Continued ... "BENEFITS FOLLOWING SEPARATION"**

<b>#931</b>	<b>3 of 3</b>	<b>Supersedes:</b>	1/1/2001 5/1/2002 8/1/2005 7/1/2007 7/1/2008 7/1/2010	<b>Effective:</b>	7/1/2012
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**In the Event of Death**

In the event of an active, inactive, disabled or retired employee's death, beneficiaries would receive the following benefits:

- \$7,500  
This amount differs for employees who became active UCRS members prior to 10/1/90, see ASUCLA's HR Division Area Manager.
- One month's pay.
- Payout of the employee's accrued vacation balance.
- Retirement Benefits, if any.
- Applicable Life Insurance, "AD&D", if any.  
These benefits will be paid to the beneficiary named for the insurance policies.  
If no beneficiary is named, the following will apply.

The above benefits are paid to the person or persons in the first of the following categories in which there is a survivor:

1. Legal Spouse or Domestic Partner
2. Child or Children
3. Parent or Parents
4. Siblings

Written confirmation of a family relationship will be required.

A domestic partnership must be confirmed by registration with the State of California, registration of a same-sex legal union formed in another jurisdiction that is substantially equivalent to a State of California-registered domestic partnership, or a Declaration of Domestic Partnership form filed with ASUCLA prior to the death of the employee.

If there is no survivor in any of the foregoing categories, the benefit will be paid to the estate.

If there is no estate, the benefit will be paid to the beneficiary designated in the deceased's ASUCLA-paid life insurance policy.

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
"UNEMPLOYMENT INSURANCE"**

<b>#936</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98 1/1/2001 5/1/2015	<b>Effective:</b>	7/1/2021
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Unemployment Insurance is a State of California insurance program that provides paid benefits to individuals who are out of work through no fault of their own.

Eligibility is determined by the Employment Development Department (EDD) in accordance with its own regulations.

For information or to file a claim to receive Unemployment Insurance benefits, visit the EED website at <https://edd.ca.gov/> or call (800) 300-5616

**ASUCLA PROFESSIONAL EMPLOYMENT POLICY:  
“EMPLOYMENT VERIFICATION”**

<b>#941</b>	<b>1 of 1</b>	<b>Supersedes:</b>	4/1/98	<b>Effective:</b>	7/1/2021
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ASUCLA uses The Work Number to provide automated employment and income verification for our employees.

**HOW TO USE THE WORK NUMBER®**

**For Proof of Employment:**

Provide the person needing proof of employment (also known as the verifier), the following information:

- Social Security Number
- UCLA Employer Code: 15975
- The Work Number® Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) 1-800-367-5690

**For Income Verification:**

1. Create a Salary Key (a six-digit number that allows one-time access to your salary information.) by accessing The Work Number either via the Web: [www.theworknumber.com](http://www.theworknumber.com) or telephone: 1-800-367-2884
2. Select the Employee option and Login. To Login, have the following information:  
UCLA Employer Code: 15975  
Username: Your Social Security Number:  
Personal PIN: (initial PIN is your Birthday (MMDDYYYY) – change required at login)
3. Select the “Create a Salary Key” option and prepare to write down the six-digit number
4. Give the person needing proof of employment plus income (also known as the verifier), the following information:
  - Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
  - UCLA Employer Code: 15975
  - The one-time use Salary Key (from Step 3): \_\_\_\_\_The Work Number® Access Options for Verifiers:  
Option a) [www.theworknumber.com](http://www.theworknumber.com)  
Option b) 1-800-367-5690

The Work Number® Client Service Center  
Monday – Friday: 7:00 a.m. – 8:00 p.m.(CST)  
1-800-996-7566  
1-800-424-0253 (TTY – Deaf)