



Personnel Committee
April 24, 2026 – 9:00am
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/85216228318>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Open Forum
5. Adoption of Agenda

Old Business

- PC 08/26 Approval of Accounting and Budget Assistant Position Description (Action, Puccinelli)
- PC 09/26 Approval of Human Resource and Payroll Assistant Position Description (Action, Puccinelli)

New Business

- PC 11/26 Interview additional student representative candidates and select those who will move forward to interview at the SMSU Board of Directors Annual Meeting on May 6, 2026 (Action, Del Rossi) | **Time Certain 9:30am**
- PC 12/26 Approval of Revised Personnel Records Policy (Action, Puccinelli)
- PC 13/26 Approval of Revised Relocation Policy (Action, Puccinelli)
- PC 14/26 Approval of Revised Paid Leaves of Absence Policy (Action, Puccinelli)
- PC 15/26 Approval of Revised Unpaid Leaves of Absence (Action, Puccinelli)

Announcements

Adjournment

Proposal to Restructure Corporate Services Processor Position into Two Operational Roles

Date: April 9, 2026

To: Santos Manuel Student Union Board of Directors – Personnel Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager

Background:

The Corporate Services Processor position currently supports both financial (budget and accounting) and human resources functions. Over time, the volume and complexity of work in both areas have increased, including higher transaction levels, expanded reporting requirements, and ongoing system and process changes. Managing these responsibilities within a single position has created capacity challenges, resulting in slower response times and limited ability to fully support each functional area.

Proposal:

It is proposed that the existing Corporate Services Processor position be restructured into two distinct entry-level positions: **Accounting and Budget Assistant** focusing on financial operations, including purchase orders, accounts payable and receivable processing, deposits, financial reporting, reconciliation, and support of the SMSU budget process, and **Human Resources and Payroll Assistant** focusing on HR and payroll-related functions, including payroll processing, employee records, onboarding support, and general HR administrative tasks.

Rationale:

Restructuring the current position into two specialized roles will improve operational effectiveness across both functional areas. Dividing responsibilities will reduce workload strain and improve response times for financial processing, payroll, and HR support. Each role will focus on its core functions, resulting in greater accuracy, consistency, and adherence to established procedures. Establishing separate positions ensures each function is adequately supported. This structure also removes the dual reporting relationship, creating clear lines of supervision and accountability, improving communication, and supporting more effective training and performance management.

Overall, this change will strengthen service delivery, improve efficiency, and better align administrative support with the operational needs of SMSU.

Budget Impact: Approximately \$70,000 for salary and benefits of additional position.

Timeline: We are planning to fill the new position in fiscal year 2026-2027.

Chartfield: 601826-RO001-S6010

Attachments:

- Position Description – Accounting and Budget Assistant
- Position Description – Human Resources and Payroll Assistant

Santos Manuel Student Union

Job Description

Job Title:	Accounting and Budget Assistant
Department:	Shared Services
Reports To:	Budget Analyst
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Hourly, Regular
Salary Grade:	3
EEO Code:	1

Summary

The Accounting and Budget Assistant provides clerical and operational support for SMSU business and budget functions. This position focuses on accurate data entry, financial processing, recordkeeping, and routine reporting in support of daily operations. The role requires strong attention to detail, organization, and the ability to follow established procedures.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Financial Processing & Data Entry

- Coordinate and complete data entry in support of the SMSU budget process.
- Create purchase orders and requisitions.
- Process general payments to vendors and enter revenue and reimbursement transactions.
- Prepare disbursement authorizations for invoices and other payments made by check.
- Submit electronic documentation using Adobe Sign.

Reporting & Reconciliation

- Run monthly expense and revenue reports.
- Conduct monthly reconciliations between PeopleSoft and internal budget sheets.
- Process staff and student payroll reports after each pay period.
- Process Accounts Receivables and manage collections.
- Provide monthly invoices to on-campus departments and off campus clients.
- Send statements and past due notices for open invoices.

Contracts & Vendor Support

- Process performer contracts, assign contract numbers, maintain contract logs, and verify that payments are issued.

- Issue monthly invoices to on-campus departments and off-campus vendors.
- Send account statements and past-due notices for outstanding invoices.

Cash Handling & Deposits

- Process daily deposits for SMSU bowling lanes and weekly deposits for invoice payments.
- Prepare and secure cash bags.
- Receipt monies for SMSU accounts in accordance with established procedures.

Administrative Support

- Maintain organized filing systems and financial records.
- Prepare labels, binders, and documentation for recordkeeping.
- Answer phone calls and provide clerical support as needed.
- Remain current on data entry software and system upgrades.

Supervisory Responsibilities

May provide guidance and work direction to student assistants but has no formal supervisory responsibilities for appraising performance; rewarding and disciplining employees or addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required and six months of related experience in a clerical environment. Some college preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Office, including Excel, Word, PowerPoint, Teams and Outlook. Experience with Paylocity preferred.

Certifications Licenses & Registrations

None required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Santos Manuel Student Union

Job Description

Job Title:	Human Resources and Payroll Assistant
Department:	Shared Services
Reports To:	Human Resource and Risk Manager
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Hourly, Regular
Salary Grade:	3
EEO Code:	1

Summary

Under the direction of the Human Resource and Risk Manager, The Human Resources and Payroll Assistant supports the daily operations of the Santos Manuel Student Union Human Resources department with a focus on payroll processing, compliance support, recruitment administration, and new student employee orientation coordination. This position ensures accurate data entry, timely payroll submission, proper recordkeeping, and effective orientation and training tracking for student assistants and staff employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Payroll & HRIS Administration

- Process semi-monthly payroll for student assistants and staff; review for accuracy and submit payroll to UEC in accordance with established deadlines.
- Perform data entry in Paylocity and PeopleSoft CS, including new hires, separations, rate changes, time clock corrections, and other employment updates.
- Maintain accurate employee records and personnel files in compliance with established record retention guidelines.
- Conduct monthly reconciliations of personnel files and active employee lists to ensure accuracy and completeness.
- Assist in resolving payroll discrepancies and respond to routine payroll-related inquiries.

Compliance & Recordkeeping

- Support compliance with federal, state, and local employment laws and internal policies by ensuring required documentation is completed and maintained.
- Keep abreast of changes in applicable labor laws and assist with implementation of updates to procedures and documentation as directed.
- Track and reconcile completion of mandatory employee trainings in accordance with SMSU policy and notify supervisors of outstanding or overdue required trainings and maintain documentation of follow-up communications.

Recruitment & Hiring Support

- Provide administrative support for recruitment processes, including uploading and distributing candidate application materials, maintaining candidate tracking matrices and scheduling interviews and coordinating logistics

Orientation

- Deliver orientation sessions for new student employees, ensuring clear communication of workplace expectations, policies, payroll procedures, and required trainings.
- Assist with the creation, coordination, and continuous improvement of the student orientation program.
- Recommend updates or improvements to orientation materials and processes to enhance clarity, compliance, and student engagement.

Customer Service & Administrative Support

- Provide responsive and professional customer service to student employees and staff.
- Maintain tracking logs, spreadsheets, and filing systems to support departmental operations.
- Support special projects and other duties as assigned.

Supervisory Responsibilities

May provide guidance and work direction to student assistants but has no formal supervisory responsibilities for appraising performance; rewarding and disciplining employees or addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required and six months of related experience in a clerical environment. Some college preferred.

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and interpret bar graphs.

Reasoning Ability

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Personnel Committee Meeting
April 24, 2026
9:30am – 10:00am

Interview Schedule

- 9:30am Candidate 1 – Sebastian Bautista (PDC)
- 9:40am Candidate 2 – TBA
- 9:50am Candidate 3 – Unnati Sisodiya

**Spring Recruitment
Candidate List**

Name:	Major:	Grade Level:	Anticipated Graduation:
Sebastian Bautista	Info and Decision Science	Undergraduate (Sophomore)	May 2029

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

I would bring strong leadership, communication, problem-solving, and management skills to my role as a Student Representative on the SMSU Board of Directors. As a current Orientation Leader for the Palm Desert Campus, I have gained experience helping students. I have been exposed to what is offered at the SMSU and the importance of all the centers. I have gained leadership experience in many situations such as helping and motivating others. I have been in situations where I had to use my problem solving and critical thinking skills to think of what was best for me and those around me. I begin with analyzing a problem from multiple perspectives. I believe that teamwork is the key to success and the heart of a successful organization. I always strive to be on the spot of what is asked of me. I am highly organized and manage my time well, balancing my academic, personal, and leadership responsibilities.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I hope to contribute to creating an engaging campus environment where the students feel seen. I want to help ensure programs, services, and spaces help students out in order for them to succeed. Coming from the Palm Desert campus, I am interested in creating more connections between the campuses and students. After visiting the main campus and the SMSU, seeing all the different centers just opened my eyes. I believe this opportunity is the perfect one to grow my leadership skills. I look forward to being exposed in decision making, ideas, and collaborating with the board. I am very invested to contribute my all to help the students out and voice their needs.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

One of the highlights of me is my persistence, being able to navigate through challenges and anything that comes my way. At the end of my junior year, unforeseen health issues which significantly impacted my life and my academics. I had no choice but to be homeschooled and try my best to get my grades up, from all F's. At the beginning of my senior year, I thought I was ready to go back. I had to complete two months worth of assignments in 1 month, including work in my dual enrollment classes. My teacher told me it was impossible to catch up and I should just give up, but I said that is not an option for me. I worked hard and pushed through to finish with A's.

Another strength is my multitasking and adaptability. I joined my high school's marching band as a way to

get more involved. I was a beginner and struggled with keeping up. More than half of the band graduated which left many of us beginners with no choice but to step up. Normally students would apply for leadership positions in their 4th year, but I had to apply in my 2nd year. This strengthened my ability to work on expanding my own skills but also help the new members. I had to multitask and make sure my instrument section was putting in their best.

Coming from a different campus, I believe that I can bring a different perspective. I believe these experiences have distinctly shaped who I am and my determination to help others. I want to contribute to the community and work for the students.

Name:	Major:	Grade Level:	Anticipated Graduation:
Unnati Sisodiya	MS in Entrepreneurship	Post-Bac	May 2027

Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

I bring leadership experience, cultural representation, and strategic thinking to the SMSU Board of Directors. As the President of the Indian Student Organization, I lead a team in planning large-scale cultural and community events, managing budgets, coordinating with university departments, and representing the interests of our members. This role has strengthened my ability to lead responsibly, collaborate across diverse groups, and advocate effectively for student needs.

Through my academic focus on entrepreneurship and venture development, I have developed strong analytical and decision-making skills. I am comfortable reviewing proposals, evaluating feasibility, thinking long-term, and aligning initiatives with an organization’s mission. These skills are directly applicable to board-level discussions and responsible governance.

As both a student leader and an international student, I offer a global perspective, cultural awareness, and a strong commitment to inclusive representation. I am adaptable, detail-oriented, and prepared to contribute thoughtfully to strategic conversations that impact the broader student body.

Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?

As a Student Representative, I hope to strengthen student engagement and ensure that diverse student voices are reflected in board decisions. I want to contribute to initiatives that promote cultural awareness, inclusivity, leadership development, and meaningful campus involvement.

I aim to help make the Student Union a vibrant, welcoming space where students feel connected and informed about available resources and opportunities. I also hope to encourage stronger collaboration between student organizations and the SMSU to create programming that reflects the diversity and energy of our campus community.

Ultimately, I want to serve as a bridge between students and leadership-actively listening, gathering feedback, and advocating for decisions that enhance student life at CSUSB.

Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

Serving as President of the Indian Student Organization has allowed me to develop strong organizational, communication, and event management skills while fostering cultural pride and community engagement on campus. I have worked to create inclusive events that bring students from various backgrounds together, strengthening cross-cultural understanding.

My experiences in entrepreneurship and leadership have reinforced the importance of accountability,

teamwork, and ethical decision-making, qualities essential for a Board of Directors role. As someone who moved to the U.S. to pursue higher education, I value representation and am committed to contributing positively to the campus community.

Serving on the SMSU Board would allow me to combine leadership, advocacy, and strategic thinking to support initiatives that benefit the entire student body.

Sebastian Bautista

OBJECTIVE

Detail-oriented IT and Information Systems major with a strong foundation in problem-solving and teamwork, exemplified as an Orientation Leader at California State University San Bernardino. Proven leadership as Section Leader in the Pride of the Desert Marching Band, contributing to a first-place tournament finish. Bilingual in English and Spanish, with certifications in TestOut Security Pro, Routing and Switching Pro, and PC Pro.

EXPERIENCE

Orientation Leader

Jan '26 - Present

California State University San Bernardino - Palm Desert Campus

- Assisted in **planning and organizing orientation activities**, ensuring smooth program execution
- Maintained consistent communication with coordinators and **adapted quickly to dynamic situations and student needs**
- Collaborated with campus partners across departments to **coordinate events and provide student support**

Section Leader

Apr '23 - Apr '24

Pride of the Desert Marching Band

- Led clarinet section rehearsals to **improve quality** and overall helped achieve the band with teamwork skills
- Involved in helping the band succeed (Placing **1st in Shadow Hills field tournament** for that year)
- Participated in **over 9 hours of practice per week**, making sure work shown off

KEY SKILLS

- Problem Solver and critical thinker
- Work great in teamwork and leading
- Good communicator and listener
- Competent in following directions
- Well organized and mannered
- Creative
- Productive
- Flexible and adaptable to any situation or environment
- Good self management
- Knowledge of python
- Good with Apple, Google, Microsoft devices and programs
- Zoom

CERTIFICATIONS

TestOut Security Pro

Jan '24

College of the Desert

TestOut Routing and Switching Pro

Jan '24

College of the Desert

TestOut PC Pro

Jan '23

College of the Desert

EDUCATION

Dual Enrollment

Jan '22 - Jan '25

College of the Desert

- Completed 6 Classes (3.8 GPA)

California State University San Bernardino, Bachelors in Science

Aug '25 - Present

Palm Desert Campus

- Information Systems and Technology
- Enrolled in Honors College

HOBBIES AND INTERESTS

- Enrolled in photography class for 4 years and continue to pursue that in order to maintain creativity
- Played the clarinet for over 4 years helped achieve highest band score in 6 years
- Philosophy, I am very interested in philosophical concepts and theories
- Interested in holding a leadership role and helping make big decisions, plan, and overall making sure everything works together and runs smoothly

COMMUNITY SERVICE

Coyote Cares Day (Read With Me Organization) Feb '26

Palm Desert, California

- Organized and prepared books along peers which would eventually be distributed to low income/limited English speaking students
- Provided service that "saved" the organization a total of \$1,000+ through collaboration with student workers

UNNATI SISODIYA

OBJECTIVE

Entrepreneurial graduate student passionate about innovation, strategic thinking, and business development. Skilled in creative problem-solving, digital communication, and team leadership.
Seeking opportunities to build and scale impactful ventures through hands-on experience.

SKILLS

- Business & Operations: Market Research, Business Development Support, Customer Intake & Needs Assessment, Event Coordination
- Marketing & Communications: Social Media Content Creation, Email Marketing (Constant Contact), Promotional Content (Emails, Flyers, Digital Materials)
- Administration: Administrative Support, Document Management, Scheduling, Vendor Communication
- Leadership & Professional: Team Leadership, Cross-Cultural Collaboration, Professional Communication
- Tools: Microsoft Office Suite (Excel, PowerPoint, Word), Google Workspace (Docs, Sheets, Slides, Drive), Canva

EXPERIENCE

- CALIFORNIA STATE UNIVERSITY (Feb 2025- Present)
Graduate Assistant
 - Led planning and executing university and inland empire center for entrepreneurship events and marketing.
 - Create promotional content for social media, emails and flyers.
 - Conduct market research to enhance event outreach and engagement.
 - Coordinated event logistics, registrations, and communications
 - Manage administrative tasks and vendor relations to ensure smooth
- INLAND EMPIRE WOMEN'S BUSINESS CENTER (IEWBC) (Dec 2025)
Administrative Assistant
 - Take Intake calls to set appointments with suitable business counsellors.
 - Organizing documents
 - Work on the website
- MAHAVIR GRANITE & MARBLES
Assistant Manager
 - Supervised daily operations, enhancing team efficiency by 15%.
 - Delivered customer-centric solutions through in-depth needs assessment.
 - Managed vendor communication and tracked labor costs, reducing wage-related discrepancies.

LEADERSHIP & AWARDS

- President, Indian Student Organization (ISO), CSUSB; led student initiatives, cross-cultural events, and team coordination
- Presented a business venture at the Garner Holt Fast Pitch Competition, gaining experience in pitching and market validation
- Recipient, Spirit of the Entrepreneurs Scholarship for leadership and innovation
- Recipient, Best Service Award, Asian Faculty, Staff, and Student Association (AFSSA)
- Nominee, PledgeLA Fellowship

- Served as a judge for high school business pitch presentations (Marketing), Virtual Enterprise
- Supported planning and execution of major campus events, including Spirit of the Entrepreneurs Awards and VE/IEEE Trade Show

EDUCATION

- Master of Science in Entrepreneurship & Innovation
California State University | Aug. 2024 expected Dec. 2026
- Bachelor of Commerce (Computer Application)
Uka Tarsadia University, India | 2015 -2018

Update to SMSU Personnel Policies: 110 – Personnel Records; 430 – Relocation Policy; 715 – Paid Leaves of Absence; 720 – Unpaid Leaves of Absence

Date: April 24, 2026

Santos Manuel Student Union Board of Directors – Personnel Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager

Background:

Changes are required to the above SMSU Personnel Policies to bring in-line with updated California law.

Proposal:

The following changes are proposed:

- Personnel Records
 - Expands on the definition of “training records” per California Senate Bill 513
- Relocation
 - Removes the section on Relocation Advance Agreement per California Assembly Bill 692.
 - Adds that relocation reimbursements are considered taxable income.
- Paid Leaves of Absence
 - Adds that paid sick leave may be used for expanded reasons, including jury duty, witness appearances, court proceedings, and certain victim-related matters per updates to the California Healthy Workplaces Healthy Families Act (HWHFA).
 - Clarifies requirements for substantiating evidence when the leave lasts more than 3 days.
- Unpaid Leaves of Absence
 - Adds that PFL wage replacement benefits will be available for employees who take time off work to care for a “designated person” with a serious illness per California Senate Bill 590.

Rationale:

Updating the policy to bring in-line with current California law.

Budget Impact: None

Timeline: Once approved by the Board of Directors the first 3 will go into effect. The Unpaid Leaves of Absence Policy will go into effect July 1, 2028.

Chartfield: n/a

Attachments: None

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Personnel Records

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 110
California Labor Code Section 1198.5 – Personnel Records

POLICY

Official personnel files shall be maintained by the Santos Manuel Student Union Human Resources Office for each employee hired to a position by the Santos Manuel Student Union. Access to these files shall be limited to persons with a legitimate need-to-know and pursuant to applicable law and those persons designated in writing by the employee.

Composition of General Personnel Files:

1. Recruiting and screening documents such as applications, resumes, and educational transcripts
2. Job descriptions
3. Records relating to job offers, promotion, demotion, transfer and layoffs
4. Pay and compensation information
5. Education and training records including the name of the employee, name of the training provider, duration and date of training, core competencies of the training, and resulting certification or qualification
6. Handbook and policy acknowledgments
7. Letters of recognition and awards
8. Warning, counseling, and disciplinary notices
9. Performance evaluations and goal setting records
10. Documents or letters submitted by the employee in response to any disciplinary action, pre-disciplinary action, or performance evaluation
11. Termination notice and documentation
12. Information request forms and employee authorizations release of such information.
13. Additional materials deemed relevant

Composition of Medical File

1. Medical records (benefit claims, doctor's notes, accommodation requests, medical leave records, worker' compensation claims)

Composition of Benefits File

1. Benefit enrollment forms
2. Beneficiary designations

Composition of Confidential File

1. Reference check results
2. Background check results
3. Affirmative action self-identification of race, gender and veteran status
4. Child support/garnishments
5. Litigation documents
6. Workplace investigation records (although relevant disciplinary action, counseling or other direct communications are placed in the employee general personnel file)
7. Requests for employment/payroll verification

PROCEDURE

Records Review:

1. Employees of the Santos Manuel Student Union may request an appointment to review the contents of their personnel files. Employees may request a copy of any employment related document they have signed. Such a request shall be honored during regular business hours within five business days.
2. Employees may submit relevant documentation for inclusion in the personnel file, i.e., diplomas, professional licenses, change in citizenship status. The decision to include such documents shall reside with the Santos Manuel Student Union Human Resource and Risk Manager.
3. Employees may submit a written rebuttal in response to performance evaluations, pre-disciplinary, or disciplinary actions. These rebuttals shall be attached to copies of pertinent evaluations or personnel actions and kept in the general personnel file.
4. Persons designated in writing by the employee may review contents of the personnel file. Requests for review must be submitted in writing and must be accompanied by a release authorization signed and dated by the employee. Such requests become a permanent addition to the file and a log will be maintained of persons reviewing the file.
5. Supervisors and managers in the employee's chain of command may review the general personnel file if there is legitimate need and may submit documents for inclusion in the file.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Relocation Policy

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 430; Relocation Policy – CSUSB Management Employees

It is the policy of the Santos Manuel Student Union of California State University, San Bernardino to follow the provisions of the CSUSB Relocation Policy in allowing for relocation expense reimbursement for new hires.

It is the policy of the Santos Manuel Student Union, to provide relocation advance associated with moving expenses, when necessary, to new employees when authorized by the Executive Director. Provision for relocation expenses must be agreed upon at the time of appointment and must be stipulated in the appointment letter. A maximum allowance must be indicated by the appointing authority and this amount shall be indicated in the appointment letter.

Relocation advance may be provided to the positions in Pay Grades 9 - 12 provided that relocation advance is a part of the total compensation consideration at the time an offer of employment is made. All written offers of employment are to include provisions for moving, if applicable. Any advance provided must conform with CSU and State of California guidelines on moving expenses and will be limited to:

1. Packing, loading, insurance, transportation, unpacking and unloading of household goods owned by the employee.
2. Relocation mileage incurred by the appointee or transportation costs for the appointee and, if applicable, family for travel between their existing residence and new residence.
3. Lodging expenses plus meals and incidental expenses incurred by the appointee and, if applicable, family for travel between their existing residence and new residence.

Other costs associated with relocation to CSUSB such as temporary lodging and meals (not to exceed 60 calendar days) and temporary storage of household goods in transit (not to exceed 60 calendar days) may be paid when approved by the Executive Director separately from items 1, 2 and 3 above.

The Santos Manuel Student Union will not pay for:

1. The moving (loading) of more than two (2) automobiles; other motor vehicles; farm tractors, implements and equipment; livestock; trailers with or without other property; boats; animals; belongings related to commercial enterprises engaged in by the employee; firewood; fuels; bricks, sand, ceramic wall tile, wire fence or other building materials; or any items not commonly found in a typical household.
2. The expense of materials, parts, or labor to connect household appliances or the cost of installing utility outlets or other specialized installations.
3. The cost of warehouse handling for items in storage and split pickup charges.
4. Any costs associated with the sale or purchase and/or exchange of real estate.

Consideration shall be given to any Santos Manuel Student Union or CSU system wide preferred relocation services available where a cost savings may be achieved.

When determining the amount of relocation advance to be provided, the following may be used as a guide:

- 4,000 lbs. --- a single person with an apartment, condo, or home.
- 8,000 lbs. --- a couple with a small house.
- 12,000 lbs. --- a small family.
- 16,000 lbs. --- a large family.

Because of the variance that occurs when employees relocate from different geographical areas, the costs for relocation will differ.

The exact amount of relocation advance will be limited to the budget available and the table below.

<u>GRADE LEVEL</u>	<u>MAXIMUM ALLOWED</u>
12	\$10,000.00
11	\$7,500.00
10	\$5,000.00
9	\$2,500.00

~~Each relocation advance is subject to a "Relocation Advance Agreement" wherein the employee advance will be forgiven based upon time of employment with Santos Manuel Student Union. The following schedule outlines the schedule of payment forgiveness:~~

- ~~1. 0% of relocation advance is forgiven if employed less than 6 months.~~
- ~~2. 25% of relocation advance is forgiven if employed for at least 6 months, but less than 12 months.~~
- ~~3. 50% of relocation advance is forgiven if employed at least 12 months, but less than 18 months.~~

Effective: ~~04.24.2024~~xx.xx.xxxx
Updated: ~~04.24.2024~~04.01.2026
Supersedes: ~~02.13.2020~~04.24.2024

Relocation Policy
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~~4. 75% of relocation advance is forgiven if employed at least 18 months, but less than 24 months.~~

~~5. 100 % of relocation advance is forgiven if employed for 24 months or more.~~

Under current IRS regulations (Tax Reform Bill (H.R.1, P.L. 115-97)), reimbursements or payments for moving and relocation expenses are considered taxable income to the employee. This includes any amounts paid directly to the employee or to third parties on their behalf for relocation-related costs, such as household goods shipping, travel to the new location, or temporary housing. These reimbursements are subject to federal, state, and applicable payroll taxes and will appear as taxable earnings on the employee's pay statement.

Not all new Santos Manuel employees will be eligible for reimbursement of moving and relocation expenses. The decision by the Executive Director to offer moving and relocation expenses is discretionary and contingent upon the availability of funds.

Commented [AB1]: The reason for this change is that under California law, you cannot take back a benefit once given, but you can forgive a loan to employees.

We also need to come up with an agreement where the employee signs a document acknowledging that this is a loan and that it may need to be paid back if they leave SMSU

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**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Paid Leaves of Absence

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 715
CA Govt Code § 19775 – Military Leave
CA Govt Code § 19859.3 – Bereavement Leave
California Healthy Workplaces Healthy Families Act (HWHFA)
California Code, Labor Code - LAB § 1510 – Organ and Bone Marrow Donor
Leave
Healthy Families Act of 2014 – Paid Sick Leave Law**

Santos Manuel Student Union management, regular, emergency, and temporary employees shall, when qualified, be entitled to paid leaves of absence for medical disability, family illness, military service, jury duty, or bereavement. It shall be the responsibility of the employee's supervisor, in conjunction with the Human Resource and Risk Manager, to ensure that requests for such absences are acted upon in a fair and equitable manner, and that policy requirements are adhered to. Employees should give advance notice whenever possible.

Sick Leave:

1. Santos Manuel Student Union employees shall be eligible for paid sick leave upon completion of one month of continuous service. Accrual rate for leave shall be eight (8) hours of credit for each qualifying month of full-time service. Part-time employees shall accrue leave at the rate of two (2) hours for each forty (40) hours of service. Such leave may not be awarded prior to the day on which it is credited and shall not be granted beyond time which has been accrued. When ill, employees should notify their supervisor as soon as possible, and no later than one hour after the time scheduled to start work.
2. The Santos Manuel Student Union Human Resource Office will require the employee to submit substantiating evidence that the absence is for an authorized reason. If the absence is due to illness, injury, or exposure to a contagious disease of the employee or a family member and lasts ~~is~~ more than three (3) consecutive work days, substantiating evidence is required. This may include certification by an attending physician for absences due to illness.
3. Absences chargeable to sick leave include:

- a. Illness, injury or exposure to a contagious disease.
- b. Self-care
- c. Treatment or examination by a licensed medical practitioner.
- ~~d.~~ Seek relief or serve as a witness if an employee or family member is a victim of a qualifying act of violence
- ~~e.~~ Appear in court as a witness to comply with an order or subpoena
- ~~d.f.~~ Attend a judicial proceeding regarding any delinquency proceeding, a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding where a right of that person is at issue.
- e. Illness or injury in the immediate family. Use of sick leave in this category is limited to one-half the employee's annual sick leave accrual.

For purposes of this policy, with the exception of item (d), the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, designated person, registered domestic partner and child thereof, significant other, and co-habitant. The designated person is a person identified by the employee at the time the employee requests sick leave. An employee may identify a designated person every 12 months. The 12 months begin with the first identification of a designated person. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

For purposes of item (d), the term "family member" shall include a child, spouse, parent, grandparent, grandchild, sibling, domestic partner, and designated person.

A qualifying act of violence includes domestic violence, sexual assault, stalking, or any act that includes bodily injury or death, brandishing a firearm or other dangerous weapon, or a perceived or actual threat to use force against another to cause physical injury or death.

Catastrophic Leave

The Santos Manuel Student Union Catastrophic Leave policy shall mirror the campus Catastrophic Leave policy whenever possible. A catastrophic illness or injury is one which has totally incapacitated the employee from work, typically for an extended period of time, which would be defined as more than three working days. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee being required to take time off for an extended period of time in order to care for the family member.

A doctor's note must be submitted to the Santos Manuel Student Union Human Resource and Risk Manager which indicates any special circumstances which cause the illness or injury to be

catastrophic. In addition, qualifications and paperwork similar to FMLA-approved leave will be required in order to request Catastrophic Leave.

All leave credits (sick leave, vacation, personal holiday, etc.) must be exhausted prior to receiving Santos Manuel Student Union Catastrophic Leave credits. In some instances, it may be possible to pre-apply and receive approval to participate in the Catastrophic Leave program. In these cases, the employee must submit a detailed plan showing proposed absence periods, how and when all leave credits would be exhausted and the projected amount of Santos Manuel Student Union Catastrophic Leave credits that would be needed to compensate for the employee absence.

To donate Catastrophic Leave Credits: Santos Manuel Student Union full-time employees will be notified by email whenever an approved Catastrophic Leave situation arises. SMSU full-time employees may donate sick leave or vacation credits at a maximum amount of 40 hours per individual, per occurrence. Donated leave credits are not deemed donated until they have been transferred to the recipient through Payroll.

Organ and Bone Marrow Donor Leave:

The Santos Manuel Student Union provides eligible employees up to 30 business days in a 12-month period of paid leave to donate an organ to another person, and up to five business days in a 12-month period of paid leave to donate bone marrow to another person. An additional unpaid leave of up to 30 business days in a 12-month period may be granted to an employee donating an organ.

To be eligible, employees must have been employed with the SMSU for 90 days immediately preceding the commencement of leave. Written certification that the employee is a bone marrow or organ donor and that the procedure is medically necessary will be required.

Employees should request leave under this policy with as much advanced notice as practicable. During leave under this policy the SMSU will maintain coverage for employees and their family members who participate in the SMSU's health plan on the same terms as if the employees had continued to work. If applicable, employees should arrange to pay their share of health plan premiums while on leave. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. Upon returning from leave under this policy, employees will typically be restored to their positions, or to equivalent positions, with equivalent pay, benefits, and other employment terms and conditions.

Bereavement and Funeral Leave:

Employees are eligible for five days of bereavement leave with pay for each death of an immediate family member. Bereavement leave must be taken within 3 months of the date of death.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, registered domestic partner and child thereof, significant other, and co-habitant. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

Reproductive Loss Leave

Employees are eligible for five days of reproductive loss leave with pay for a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave must be completed within 3 months of the reproductive loss event. If an employee suffers more than one reproductive loss event within 12 months, the SMSU will only provide up to 20 days of paid leave.

Time Off for Voting

If an employee does not have sufficient time outside of regular working hours to vote in an official state-sanctioned election, the employee may take off up to 2 hours of paid leave to vote. Such time off shall be taken at the beginning or the end of the regular working shift. Under these circumstances, an employee will be allowed a maximum of two hours of time off. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

Military Leave:

General leave and re-employment rights. Any employee of Santos Manuel Student Union who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. Eligibility for military leave extends to part-time employees, but does not apply to temporary employees. However, other temporary employees returning from military service are reemployed to the extent required by law. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the Santos Manuel Student Union complies fully with all federal and state laws granting leave and employment rights to employees. Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Pay and benefit procedures. Employees with at least six months' service with the Santos Manuel Student Union are eligible for up to six months' supplemental pay and full benefits when they are absent due to a service obligation with a military reserve or National Guard unit. This supplemental pay equals the amount by which an employee's straight-time pay exceeds military pay. To qualify for benefits, employees must arrange to continue contributing their share of benefit costs.

Unpaid leave. Employees absent longer than six months due to a military service obligation are placed on unpaid military leave unless they have vacation leave that they choose to apply to their absence. Employees who enlist or are drafted are placed on open-ended unpaid military leave.

Health care continuation coverage. Employees on unpaid military leave are suspended from participation in the Santos Manuel Student Union benefit plans, but can purchase up to 24 months of continued health coverage if they opt to pay the full premium for the coverage. For more information on health care continuation rights, contact the Santos Manuel Student Union Human Resource and Risk Manager.

Life insurance coverage. The group term life/AD&D insurance provided by the Santos Manuel Student Union will terminate the day the employee becomes active military. Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance company within 31 days immediately following the termination of coverage.

Time Off accrual. Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

Jury Duty:

Santos Manuel Student Union managerial, regular, temporary, and emergency employees who have been summoned to jury service shall be granted a leave of absence. In this case, employees must notify their supervisor of the summons, in writing, prior to commencing such service. Verification of summons will be required by the Human Resources and Risk Manager.

Parental Leave:

Parental leave is paid leave for the birth of an employee's child or the placement of a child with the employee through adoption or foster care.

- Leave is up to thirty (30) workdays per calendar year per event.
- Leave must commence within 60 days of the child's arrival.
- Leave runs concurrently with any other related leave to which an employee is entitled (i.e. CFRA, FMLA, Disability).

- Leave must be used within 12 weeks of the birth or adoption of a child.
- Employees must have at least 12 months of SMSU service to be eligible.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Unpaid Leaves of Absence

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 720
California Family Rights Act
Family and Medical Leave Act
Paid Family Leave
Fair Employment and Housing Act**

Unpaid Leave of Absence (Non-FMLA/CFRA)

Santos Manuel Student Union employees may be granted an unpaid leave of absence for a period of up to one (1) year. Such leaves may be approved by the Santos Manuel Student Union's appointing authority for incapacitating illness or injury, parental requirements, or other satisfactory reasons as determined by the Executive Director in conjunction with the Human Resource Manager.

A written application for leaves in this category must be submitted to the Santos Manuel Student Union Human Resource Manager. They will consult with the Executive Director who will determine whether the request will be granted and establish conditions of such a leave. If the request is granted, the employee will not earn service credit during the period of leave and may not return to pay status prior to the expiration of leave without written approval of the Executive Director.

The Santos Manuel Student Union will attempt to return the employee to their classification at the end of the leave; however, there are no guarantees.

Family Medical Leave (CFRA/FMLA)

The Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) are federal and state laws that allow eligible employees of covered employers to take unpaid, job-protected leave. The Santos Manuel Student Union will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in state or federal law. In certain situations, federal law requires that provisions of state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact Human Resources as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions. Any differences between CFRA and FMLA are outlined below.

Employee Eligibility - FMLA

To be eligible for FMLA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by the Santos Manuel Student Union within 75 miles.

Employee Eligibility – CFRA

To be eligible for CFRA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months.

Leave Available - FMLA

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee’s first use of the leave. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for a covered family member (spouse, minor or dependent child, or parent) with a serious health condition; (3) the employee is unable to work because of his or her own serious health condition (including pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee’s spouse, child (of any age), or parent who is a member of the United States Armed Forces; or (5) to care for a member who is a current servicemember or veteran with a serious illness or injury.

Leave Available - CFRA

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee’s first use of the leave. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for a covered family member (spouse, registered domestic partner, child of any age, child of domestic partner, parent, parent-in-law, sibling, grandparent, grandchild, or designated person) with a serious health condition; (3) the employee is unable to work because of his or her own serious health condition (excluding pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child (of any age), or parent who is a member of the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Designated Person is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are limited to one designated person per 12 month period.

Under some circumstances, employees may take family and medical leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Pregnant employees may have the right to take pregnancy disability leave in addition to family and medical leave; such employees should contact their Human Resources regarding their individual situations.

Certain restrictions on these benefits may apply.

FMLA/CFRA Use

In circumstances where a leave qualifies for both FMLA and CFRA, the leave will run concurrently for a total of 12 weeks. It is possible that an employee could qualify for 12 weeks of CFRA and then qualify for 12 weeks of FMLA due to the differences in reasons for leave or covered family members.

Notice and Certification

Employees seeking to use family or medical leave may be required to provide:

- (1) 30-day advance notice when the need for the leave is foreseeable; and
- (2) Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Santos Manuel Student Union's operation.

Compensation during Leave

FMLA and CFRA are unpaid. The Santos Manuel Student Union may require an employee to use accrued paid leave such as vacation to cover some or all of the family and medical leave. The use of paid time-off will not extend the length of the leave to which you are otherwise entitled.

Benefits during Leave

The Santos Manuel Student Union will continue to pay its share of your group health insurance premiums for an employee on family and medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Santos Manuel Student Union may recover premiums it

paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

Employees on family and medical leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact Human Resources for further information.

Job Reinstatement

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on family and medical leave would have been laid off had leave not been taken, or if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

Unlawful Acts

It is unlawful for the Santos Manuel Student Union to interfere with, restrain, or deny the exercise of any right provided by state or federal law. It is also unlawful for the Santos Manuel Student Union to refuse to hire or to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceedings related to family and medical leave.

Disability Insurance (DI) and Paid Family Leave (PFL)

Disability Insurance (DI) and Paid Family Leave (PFL) provide wage replacement benefits; they do not provide job protection. DI provides up to 52 weeks of paid benefits when an employee is unable to work and has a wage loss due to their own non-work-related illness, injury, pregnancy or childbirth. PFL provides up to eight weeks of pay when an employee has a wage loss due to taking time off work to care for a seriously ill family member or designated person, bond with a new child, or to participate in a qualifying event because of a family member's military deployment to a foreign county. **The law does not create a new right to a leave of absence**, but rather provides pay for the time an employee is off work for a covered reason. DI and PFL runs concurrently with FMLA leave and CFRA leave, California's FMLA counterpart. There is no guarantee of reinstatement after taking Paid Family Leave. For more information, contact Human Resources or visit www.edd.ca.gov.

Pregnancy Disability Leave

The Santos Manuel Student Union will grant an unpaid pregnancy disability leave to employees disabled on account of their pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and certified as such by an attending physician.

Leave Available

An employee disabled due to pregnancy, childbirth, or related medical conditions may take up to a maximum of four months leave. As an alternative, the Santos Manuel Student Union may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

Notice and Certification Requirements

Employees requesting to take pregnancy disability leave must provide the Santos Manuel Student Union with a certification from a health-care provider.

Compensation during Leave

Pregnancy disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits during Leave

If the employee taking pregnancy disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical leave laws, employees on pregnancy disability leave will receive continued paid coverage on the same basis as employees taking other leaves.

Employees on pregnancy disability leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount

of the relevant premium. Employees should contact their supervisor or the Administrative Office for further information.

Reinstatement

Upon the submission of a medical certification from a health care provider that an employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, an employee is not entitled to any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee had been laid off if they had not gone on leave, then the employee would not be entitled to reinstatement. Similarly, if the employee's position has been filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently while the employee was on leave, and there is no equivalent position available, then reinstatement would be denied.

Workers' Compensation Disability Leave

The Santos Manuel Student Union will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. As an alternative, the Santos Manuel Student Union will try to reasonably accommodate such employees with modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

Notice and Certification Requirements

Employees must report all injuries and illnesses—no matter how small—to their immediate supervisor. In addition, employees must provide the Santos Manuel Student Union with a certification from a health-care provider.

Compensation during Leave

Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability, workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits during Leave

If the employee taking workers' compensation disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following workers' compensation disability leave. If ineligible under the federal and state family

and medical leave laws, employees on workers' compensation disability leave will receive continued coverage on the same basis as employees taking other leaves.

Employees on workers' compensation disability who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact the Administrative Office for further information.

Reinstatement

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently during the leave, and there are no equivalent positions available, then the employee would not be entitled to reinstatement.

Time Off for Child's School Activities

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, inclusive, and wish to take unpaid time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the Santos Manuel Student Union of your planned absence. Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off. The Santos Manuel Student Union requires documentation from the school noting the date and time of your visit after it is completed.

If both parents of a child work for the Santos Manuel Student Union, only one parent—the first to provide notice—may take the time off, unless the Santos Manuel Student Union approves both parents taking time off simultaneously.

School Leave (Suspension)

If it is necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose. Such time off is unpaid.

Time Off for Adult Literacy Programs

The Santos Manuel Student Union will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Santos Manuel Student Union assist him or her in enrolling in an adult literacy program, unless undue hardship to the Santos Manuel Student Union would result.

The Santos Manuel Student Union will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs. The Santos Manuel Student Union will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact management directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While the Santos Manuel Student Union encourages employees to improve their literacy skills, the Santos Manuel Student Union will not reimburse employees for the costs incurred in attending a literacy program. Non-exempt employees may use vacation pay to make up for absences from work to attend literacy classes. Time off to attend classes is unpaid.

Volunteer Firefighters, Emergency Rescue Personnel, and Reserve Peace Officers

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, or other legally eligible emergency rescue personnel or reserve peace officers. Employees who serve as a volunteer firefighter may take up to 14 days of leave per calendar year for the purpose of engaging in fire or law enforcement training. Please alert your supervisor so that they are aware of the fact that you may have to take time off for emergency duty. If you need to take time off for emergency duty, please inform your supervisor before doing so where possible. Time off for such duty is unpaid.

Time Off for Victims of a Qualifying Act of Violence

The Santos Manuel Student Union will not discriminate against or discharge employees who are victims of a Qualifying Act of Violence or have family members that are victims if they take time off for the following:

1. To seek any relief for the family member, including a temporary restraining order or other injunctive relief to help ensure the health, safety, or welfare of the family member of the victim.
2. To assist a family member to seek medical attention for or to recover from injuries caused by a qualifying act of violence.
3. To assist a family member to seek services from a domestic violence program, rape crisis center, or victim services organization as a result of a qualifying act of violence.
4. To assist a family member to seek psychological counseling or mental health services related to an experience of a qualifying act of violence.

5. To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
6. To secure a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
7. To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
8. To assist a family member to seek civil or criminal legal services in relation to the qualifying act of violence.
9. To prepare for, or attend, any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
10. To seek or provide childcare or care to a care-dependent adult if the care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

A qualifying act of violence refers to any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime.

1. Domestic violence
2. Sexual assault
3. Stalking
4. An act, conduct, or pattern of conduct that includes:
 - a. An individual causing bodily injury or death to another
 - b. An individual exhibiting, drawing, brandishing, or using a firearm or other dangerous weapon, with respect to another
 - c. An individual using or making a reasonably perceived or actual threat of use of force against another to cause physical injury or death

For purposes of this policy, “family member” is defined as a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or a designated person.

Employees are required to provide reasonable advance notice of the employee’s intention to take time off, unless advance notice is not feasible. When an unscheduled absence occurs, the SMSU will not take any action against the employee if the employee provides a certification to the employer within a reasonable time after the absence. Such a certification can be in any of the following forms: a police report indicating that the employee or a family member of the employee was a victim; a court order protecting or separating the employee or a family member of the employee from the perpetrator of the qualifying act of violence, or other evidence from a court or prosecuting attorney that the employee or a family member of the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or a family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence; any

other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying the purpose of the absence.

Leave will run concurrently with CFRA or FMLA if applicable.

The SMSU will provide reasonable accommodations for the safety of the employee while at work to include an employee who is a victim or whose family member is a victim of a qualifying act of violence. Such reasonable accommodations may include "the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, permission to carry telephone at work, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence, or referral to a victim assistance organization." The SMSU will engage in a timely interactive process with the employee to determine effective reasonable accommodations, and must consider an exigent circumstance or danger facing the employee or their family member in determining the reasonableness of the request. The SMSU is not required to provide an accommodation that would constitute an undue hardship on its operations, including an accommodation that would violate the SMSU's duty to furnish and maintain a place of employment that is safe and healthful for all employees.

The SMSU will maintain the confidentiality of employees seeking to exercise these rights.

Lactation Accommodation

The Santos Manuel Student Union shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. As far as possible, this break time shall run concurrently with any break time already provided by law to the employee. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid and employees provided with such break time shall record it on their timesheets. The Santos Manuel Student Union is not required to provide such break time if it would seriously disrupt operations.

The Santos Manuel Student Union shall make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this policy.

Civil Air Patrol Leave

Employees responding to an emergency operational mission of the California Wing of the Civil Air Patrol may take 10 days per calendar year of unpaid Civil Air Patrol leave.

Military Spouse Leave

Employees who work more than 20 hours per week may take up to a 10-day unpaid leave of absence. Employees must provide notice that their spouse will be on leave from deployment.

Military and Reserve Duty Leave

An employee who is a member of the reserve corps of the US Armed Forces, the National Guard, or the National Militia may take an unpaid leave of up to 17 days per year while engaged in military duty.