

Part-time Employee HANDBOOK

January 2024



www.enterprises.csus.edu/human-resources

WELCOME

As an employee of University Enterprises, Inc. (UEI) you are now a member of one of the most highly regarded service organizations in the California State University system. We are pleased to have you on our team. We all are working toward the common goal of providing excellent service in all that we do.

Through our student and parttime employment program, UEI is able to provide significant benefits to contracting agencies, campus programs and local businesses while also offering a valuable work

MISSION STATEMENT

To provide programs and services that enrich the Sacramento State experience and support the evolving needs of the University community.

PARTTIME EMPLOYMENT CATEGORIES

Student Assistant Positions

Students who are currently enrolled and attending classes during the regular term, (fall and winter, if applicable), at any qualifying* institution of higher education, are eligible to work in this employment category.

Student assistants must be enrolled at a minimum: six (6) semester units or nine (9) quarter units for undergraduate students; four (4) semester units or six (6) quarter units for graduate students. The hiring department may have a higher unit requirement. If so, you must follow that department's requirement.

Student assistants and graduate assistants working for college or center on campus

private university in California offering a four-year degree or a credential program institutions of higher education in California who have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.

ADDITIONAL INFORMATION

Criminal Background Checks

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On or before the student's final work day, please submit a final timesheet and Separation from Employment Form to UEI HR.

Graduated In:	Date to Exit Program if attending a school on the semester system	Date to Exit Program if attending a school on the quarter system
FALL	03/31	03/31
WINTER	04/30	06/30
SPRING	08/31	08/31
SUMMER	11/30	11/30

POLICIES AND PROCEDURES

At-Will Employment

Employment in all positions with UEI is dependent upon the mutual consent of UEI and the employee. This means that either UEI or the employee can, at any time, terminate the employment relationship at will, with or without cause.

Employment of Minors

Typically, UEI does not employ minors under the age of 16 but do so for special programs. Potential employees under the age of 18, who have not graduated from high school, are required to provide proof of age and a valid work permit prior to employment. Employees under the age of 18 are not permitted to engage in any hazardous work or in any work requiring the driving or operation of a vehicle.

Qualified Individuals with Disabilities

UEI will not discriminate in any employment decision against any person on the basis of a disability. Where appropriate, UEI will make reasonable accommodation to permit a qualified individual with a disability to perform the essential functions of the job, unless such accommodation would create undue hardship or pose a threat to the health and safety of the employee or others. UEI will affirmatively seek to employ and advance in employment qualified individuals with disabilities. Employees who b h10.5 (o2 () .5 lg)2.m (j)-e.6 (ri)-hidia6 (o)-6.lg tie esr i00.5 (6 (ri7 (i)-6.2 (l)6.7 (o)-6.4 (a)

or suspects the occurrence of such conduct, may seek counsel with the UEI Human Resources Director, or designee.

Prohibited Sexual Harassment includes but is not limited to conduct that is sexual in nature and unwanted by the person toward whom it is directed. Prohibited conduct includes unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Unwelcome sexual advances or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or when
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, or offensive working environment; or adversely affecting the employee's performance, evaluation, advancement, ~~and~~ duties, or any other condition of employment, or career development.

Retaliation is also prohibited against an employee for reporting alleged violation(s) of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading

Drug-Free Workplace Policy





If possible, the employee should provide 30 days written notice to her supervisor of the need for leave. For unforeseeable events, the employee must notify her supervisor as soon as practicable. The notice should include the anticipated timing and the duration of the requested leave.

Employees are entitled to pregnancy disability leave for the period of time the employee is actually disabled by pregnancy, up to a maximum of four months. The leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee's health care provider. UEI may require the employee to transfer temporarily to an available alternative position during the intermittent leave or to a reduced work schedule. The employee must be qualified for the alternative position and the position must better accommodate recurring periods of leave than the employee's regular job.

Failure to return from a pregnancy disability leave, unless followed by another approved leave or an employee's failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in termination of employment.

Disability Leaves of Absence

It is the policy of UEI to provide unpaid disability leave as required by law. This policy applies to eligible UEI employees and provides unpaid leaves of absence for a mental or physical disability other than a disability due to pregnancy, childbirth, or a related medical condition (which are covered by Family Care and Medical Leave).

A written request for disability leave should be submitted to the employee's immediate supervisor. It should state the reasons for the leave and its expected duration. Employees may receive up to four months of unpaid leave when temporarily disabled. Request for leave of longer duration will be considered on a case by case basis. Employees seeking disability leave must provide a physician's statement specifying the reasons for the leave, the anticipated duration of the leave and any restrictions on the employee's ability to perform his or her normal work activities.

The State of California provides disability income insurance for temporary disabilities. Determination of whether the employee is eligible to receive benefits is made by the Employment Development Department (EDD). The forms to apply for this benefit are available from the [EDD website](#).

If you are hospitalized, or if you miss work for a work-related

If you are qualified to be a juror, you may still have what is called an “undue hardship.” If you face an undue hardship, you may be able to be excused from jury service or postpone service. Follow the directions on the summons for postponement or excuse. Human Resources can provide you with a letter documenting that UEI does not pay for part-time, temporary or casual employees for jury duty. Even if you request to be excused, you may still be required to report to court to speak with the judge.

Military Leave

UEI will grant all employees military leave as required by applicable state and federal law. State and federal requirements for military leave vary, based on a variety of factors. Any employee who wishes to apply for military leave must supply UEI Human Resources with all requested information including branch of service, reason for leave, military status, and anticipated duration.

Victims of Domestic Violence, Sexual Assault, or Stalking Leave

It is the policy of UEI to provide unpaid leave for victims of domestic violence, sexual assault, or stalking as required by law. UEI, to the extent allowed by law, will maintain the confidentiality of an employee requesting leave under this policy. For more information, please contact UEI Human Resources at (278) 278-7003.

Bereavement Leave

All employees may receive time off from work (either with or without pay) in the event of a death of an


