I. Introduction

- Welcome
- Associated Students Supervisor Resources
- Labor Laws & OSHA
  - Location of posters/bulletins

II. Human Resources

- Writing a Job Description
  - Requirements and Guidelines
  - How to change employee title (non-promotion)
- Posting Open Positions
  - Part-time Positions
  - Full-time Positions
- Hiring an Employee
  - Part-time: Interviews and Hiring
  - Full-time: Interviews
  - Full-time: Hiring
- Required Trainings
  - Sexual Harassment Prevention for Supervisors (California AB 1825)
  - Computer Security Awareness
  - Gender Awareness Training
- Professional Development & A.S. Staff Events
- Employee Evaluations
  - Part-time Procedures, Deadlines & Forms
  - Full-time Procedures, Deadlines & Forms
- Promotions
- Separations
  - Voluntary Separation Process
    - 2-week notice procedures
  - Termination Process
    - Final check procedures
- Warnings & Disciplinary Actions
  - Learning & Coaching Methodologies
  - Part-time vs. Full-time Actions
  - When to get Supervisor and/or Human Resources involved
- Associated Students Awards/Recognitions
  - Performance Recognition
  - Service Awards
  - Part-time Student Employee Scholarships
III. Payroll

- KRONOS
  - Getting Familiar with KRONOS the *KRONOS Self-Service Guide*
  - Checking Employee Status
- Scheduling
  - Overtime
  - Show-up Compensation
- Missed Punches
  - Revising Missed Punches
- Required Meal & Break Laws
  - Meal Breaks
  - Rest Breaks
- Holiday Schedules
  - Full-time Holiday Schedule
  - Part-time Holiday Schedule
  - Holiday Pay
- Sick Time vs. Vacation Time
  - Paid Sick Leave
    - When & How to use Employee Paid Sick Leave
  - Vacation Time
- Payroll Change Request Form

IV. Safety

- General Safety Practices
  - Ergonomics
  - Heat Illness Prevention
  - Heat Illness Prevention – Supervisor Training
  - San Diego State University Safety Resources
- Safety Committee
  - Injury and Illness Prevention Program (IIPP)
  - Unsafe/Hazardous Working Conditions
    - Who & Where to report to
- Employee Injuries
  - How to open a claim
  - Rejection of Treatment
  - Where to deliver appropriate paperwork
  - Guidelines for Workers’ Compensation
- Non-Employee Injuries
  - Who is a “non-employee”?
  - Contacting Public Safety
- Non-Employee Incident and Damage Report
  - Completing the Incident and Damage Report

V. Closing
I. Introduction

Welcome

Associated Students is a student-directed not-for-profit auxiliary organization of San Diego State University. The programs and facilities Associated Students manages are enjoyed by students, faculty, staff and the SDSU community. Associated Students aims to create, promote and fund social, recreational, cultural, and educational programs and facilities both on campus and in the community; advocate for student interests; provide leadership opportunities; and participate in shared governance.

Associated Students of San Diego State University was incorporated on March 7, 1932 for the purpose of representing the collective interests of students in the governance of the University and providing student-directed programs and facilities, which augment and enhance the quality of student life at San Diego State University.

Programs and facilities operated by Associated Students include Student Government programs and services, the Conrad Prebys Aztec Student Union, Viejas Arena, CalCoast Credit Union Open Air Theatre, The Daily Aztec, KCR Radio, Aztec Recreation Center, the ARC Express, Aztec Lanes, Aztec Aquaplex, the Mission Bay Aquatic Center, the SDSU Children’s Center, Scripps Cottage and campus recreation programs including intramurals, non-credit classes and Aztec Adventures.

Through the collaborative efforts of student leaders working with Associated Students and University staff whose purpose is to further the mission of SDSU, Associated Students strives to present a model of a well-managed and efficient organization operated with a commitment to the highest professional standards in service to SDSU’s students and community.

Associated Students Supervisor Resources

The purpose of this handbook is to further assist you in executing your duties as a supervisor within the Associated Students organization. Within this guidebook, you will find various forms, explanations, and tasks typical of those related to your assigned duties. There are step-by-step instructions on how to complete these forms/documents and how to execute certain organizational processes. This guidebook also serves as a reference guide for you, as the supervisor, on where to locate these organizational documents.

All organizational forms can be located on the Associated Students website, www.as.sdsu.edu. Once on the homepage, you will find the Business Services link located at the bottom of your screen, which will take you to the location of the most current forms. As a convenience, this handbook will be available online through the Associated Students Employee Intranet portal. Please remember to always access any forms online, as they are always current and up-to-date.

Labor Laws

In the State of California, all employers must meet certain workplace posting obligations. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. Human Resources ensures each department complies with all labor law posting laws.

It is important to know the location of the aforementioned material in your given department; these posters/bulletins are typically located in a conspicuous location – e.g., the employee breakroom or a common area where all employees have immediate and constant access.
II. Human Resources

Your Human Resources Team

Included in this handbook is a chart listing each member of the Associated Students Human Resources team. Should you have any questions, this chart will navigate you towards the correct member of the team. If you are not able to have your questions answered, you may reach out to Patty Rea, Human Resources Director.

Writing a Job Description

Requirements and Guidelines

Depending on your position, you may have to complete and/or revise a job description for either a full-time position or part-time position. Provided to you are guidelines for completing a part-time job description; these guidelines will serve as your template when completing or updating a job description. Items annotated in RED are to be completed/updated by you, the supervisor.

These are the universal templates adopted by Associated Students. Any and all positions will follow their respective structures. Please refer to page 13 for the Part-time Job Description.

Human Resources approval is required for all job description updates.

Reclassification (Title Change)

There are times in which you may need to change an employee’s title, without necessarily promoting them to this position; this is known as a job reclassification. Any request to change a full-time or part-time title must be brought to Human Resources for approval.

A reclassification can occur when, due to changes, the majority of job duties in a position are determined to be at a higher (or lower) classification level than the current level of the position. Additional responsibilities may result in shifting the position from one level to another in a classification series, therefore the position may need to be reviewed for potential compensation adjustment. Importantly, changes in assigned duties or percentages of time do not always warrant a change in classification level. More of the same type or level of duties does not constitute a reclassification to a higher level. All classifications should be reviewed and discussed with you Area Director. Human Resources Director and Executive Director approval is required for all reclassifications.

You will need to complete sections A and C of the Payroll Change Request Form, which can be found on the A.S. website within the Human Resources/Payroll Tab, under the Payroll category. In Section C of the Payroll Change Request Form, indicate that you are requesting a “Classification Change”.

Posting Open Positions

Below you will find the proper steps that are required of you in order to have any desired part-time and full-time position/positions posted.

Part-time

1. Contact your Office Supervisor/Payroll Liaison regarding your desire to post a position
2. In conjunction with the Office Supervisor/Payroll Liaison, you will then review the Position and Background Check List for the following items:
   a. Is the position on the list?
      i. If not, Human Resources approval to add the new title/position must be obtained.
      ii. Any changes to title must receive Human Resources approval
   b. Does the position require a background check and/or additional items?
If so, the office Supervisor/Payroll Liaison will review these processes with you.

3. You or the Office Supervisor/Payroll Liaison will email the Human Resources Manager to notify them to open a part-time position. Please include the following information in your initial request:
   a. Opening and closing deadlines
   b. Name and email of person applications should be sent to
   c. Hiring pay rate
   d. Job description (if changes are being made)
      i. Note: Must submit full job description, not a job announcement
   e. Supplemental application questions (if applicable)
   f. Interview questions
      i. Interview questions must be preapproved by the Human Resources Manager.

4. Human Resources will review the job description (if changes are made).

5. Human Resources will send your job posting to the Associated Students Graphics Department, where it will be uploaded to the A.S. website.

6. Human Resources then activates the position on the A.S. website.
   a. You will be notified once your posting is live.
   b. A request will be sent to the Office of Financial Aid and Scholarships to post the position on the university’s Federal Work Study Jobs List.

7. You will receive any submitted applications and/or supplemental questionnaires from the Human Resources Assistant (ashrassistant@sdsu.edu).
   a. Only completed applicant packets will be forwarded to the Hiring Supervisor.

8. Human Resources will close the position on the A.S. website on the closing date you provide.
   a. If you would like to close the position early or extend the priority deadline, please email the Human Resources Manager providing an explanation as to why you are making this request.

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**Full-time**

1. Contact the Human Resources Manager regarding your desire to post a position
2. You will meet with the Human Resources Manager to discuss the posting and review the following:
   a. Job description
      i. Suggested edits must be approved by Human Resources, if applicable (Word Format)
   b. Starting pay range for the position (Human Resources Director approval required)
   c. Any supplemental questions/application
      i. Note: The supplemental material may be required in conjunction with the main application, or as a “First Round” screening measure after all applications have been received.
   d. Opening date for the application
   e. Priority deadline for applicants
      i. Applications received after the priority deadline will be held by Human Resources. If, after the review of applications submitted by the priority deadline yields no viable candidates, you must contact Human Resources and discuss the next steps (i.e., review applications submitted after the priority deadline and/or repost job position.)
   f. Accounting code for expenses
   g. The name and email of the desired recipient of all submitted applications
   h. The anticipated first day of employment
   i. Posting sites
      i. The Human Resources Manager will provide you with a list of commonly used external forums available to post the job application.
3. The Human Resources Manager will compile all the requested information and draft the job posting; this will then be sent to you for review. Upon your approval, the job posting will be submitted to the Associated Students Graphics Department, where they will then post the position on the A.S. website. Human Resources Manager will post the position on any other forums you have chosen.
   a. Note: San Diego State University’s jobs website includes a link that sends all job applicants directly to the A.S. website.

4. Once the job posting is live on the requested forums, the Human Resources Manager will send out an internal employment announcement to all full-time Associated Students staff.

Hiring an Employee

Part-time Interviews and Hiring

After the closure of the part-time position, you will need to review all applications received and screen them based on the potential employee’s qualifications to those required by the job. Once you have chosen your interview pool, please notify the Office Supervisor/Payroll Liaison that is assisting you, so they can schedule interviews based on your availability.

Interview questions must be approved in advance by the Human Resources Manager. Detailed notes should be taken regarding the candidate answers to all questions. The same questions must be asked of all candidates.

Upon the conclusion of the interview process, you will be tasked with choosing the best viable candidate(s) for the position(s). Some positions will require a background check; the position may be offered contingent upon a completed background check with results that meet specified requirements. If not required, you may offer the position to the viable candidate immediately.

Background Checks

If a background check is required, you will need to provide your Office Supervisor/Payroll Liaison with the candidate packet containing all hiring paperwork, including interview notes, resumes and applications. Your Office Supervisor/Payroll Liaison will then email the candidate explaining the background check process, and will enter all candidate information into the Accurate Background database. The candidate will receive an email from Accurate Background requesting further information to run the background check. Once the background check is complete, it will be reviewed by the Office Supervisor/Payroll Liaison.

LiveScan

Fingerprinting is required for all employee and volunteer positions that have direct contact with minor children. This includes, but is not limited to, all positions at the Mission Bay Aquatic Center, Aztec Lanes, Aquaplex and SDSU Children’s Center. At the same time the candidate is completing their background check, the candidate will also need to obtain fingerprinting for Live Scan results. Your office supervisor will have the required paperwork and instructions to give to your candidate.

Final Steps

Upon review, if there are no issues/red flags, the employee will be cleared as “Meets Requirements” and a start date can be established. If the background check is returned as “Needs Review” then the Office Supervisor/Payroll Liaison will review further. If the background check is cleared, the candidate’s status will be
changed to “Meets Requirements” and you will be able to move forward in the New Hire Process. Should the Office Supervisor/Payroll Liaison find the background check needs further review, it will be forwarded on to Human Resources Director and the Human Resources Manager, where they will review the candidate and advise your Office Supervisor/Payroll Liaison on whether a job offer may be made.

After the viable candidate accepts the job offer, you will email them information regarding their start date and information (such as the list for Acceptable I-9 Documents) for New Hire Orientation and paperwork. It is advised that new hire paperwork be completed prior to the first day of employment and reviewed with the Payroll Liaison on their first day to ensure all forms are done correctly and completely. All new-hire paperwork can be found on the A.S. website within the Human Resources/Payroll Tab.

Your new-hire paperwork should include the following forms:

- Employee Handbook Confirmation of Receipt
- Code of Safe Practices
- Payroll Schedule
- Confidential Statistical Data Sheet
- Direct Deposit Form
- Employee Emergency Contact Form
- W-4 Form
- I-9 Form
- Wage Information Notice to Employee
- New Employee Safety Training Checklist
- Sexual Harassment Brochure
- Paid Family Leave Benefits Brochure
- Disability Insurance Provisions
- For Your Benefit: California’s Programs for the Unemployed
- KRONOS Employee Self-Service Guide

Upon the completion of these forms, please forward them to Human Resources/Payroll for retention.

Below are additional forms that may be required depending on the position:

- Operating of Vehicles for A.S. Business (send to Human Resources)
- Departmental Code of Safe Practices (if applicable)
- Computer Usage Agreement
- Name Badge Order Form (completed by Office Supervisor)
- Network User Request Form
- On Duty Meal Agreement

*Full-time: Interviews*

After the closure of the priority deadline, you will need to provide Human Resources with a list of candidates in which you would like to schedule an initial interview with. This interview may be in person, or if necessary, via Skype. After the initial interviews are complete, you will be required to provide Human Resources with the following information:

- A list of full-time employees that you would like to participate on the panel for the panel interview process. These full-time employees should be ones that regularly interact with the position you are hiring. One panel member must be a student, and one must be the Human Resources Manager. From this list, please indicate who will be the Panel Chair. The total number of panel members should be five to seven.
- Estimate for candidate-travel reimbursement (Director approval required)
- The date in which the panel will convene
  - The panel packets, including candidates’ application, resume, etc. will be dispersed by Human Resources to the approved members 1-2 days prior to the panel meeting.
  - The Panel Chair will bring the interview questions for the panel members to each interview.

Once panel interviews have been completed, you and the panel will have time to deliberate and discuss the panel interviews. Once complete, please collect all paperwork, including interview notes, from the panel members and submit to the Human Resources Manager.
If you feel like it is necessary to help form your final decision, you may give the candidate the opportunity to tour the facility in which they will be working, have a meet and greet with department staff, have a one-on-one meeting with the Area Director, or any other actions you feel you take. Human Resources must be informed of these decisions prior to you executing them.

**Full-time: Hiring**

Once you have reached a decision regarding the candidate you would like to hire, please inform Human Resources. The Human Resources Manager will process the background check request for the selected candidate only, with this process taking approximately one week. You may choose to extend a job offer, contingent upon the background check, with prior salary approval from the Human Resources Director, Department Director and the Executive Director. Once the background check process is complete and the employee has been cleared, you will need to complete the *Appointment Approval Form*, and collect the required signatures. This form can be found on the A.S. website within the Human Resources/Payroll Tab.

Prior to the employee’s official first day, an announcement email should be sent out informing Associated Students full-time staff of the new addition to the organization. You must also complete the *Network User Request Form* and submit it to Human Resources. This form will provide the newly hired employee with an email address, access to the Associated Students intranet and the proper emailing lists. This form can be found on the A.S. website within the Human Resources/Payroll Tab. Once signed by the Executive Director, you will receive a copy of the Appointment Letter from Human Resources; the hired candidate will receive the original. You will also need to schedule time in which the hired candidate will meet with the Area Director, Executive Director and Executive Officers. Your Office Supervisor will assist you in ordering business cards, name tags, keys, etc.

Human Resources needs to know the following information for the employee’s first day on the job:

- Who the employee will report to first thing on their first day of employment
- Their arrival location
- Their arrival time
- Whether or not a parking permit will be needed
- Any tour requests (e.g., home facility, other A.S. facilities, etc.) and who will be accompanying the employee
- The time Human Resources will conduct the New Hire Orientation

During the New Hire Orientation, Human Resources will complete the following processes:

- Obtaining a RedID
- Completing parking permit request
- Establishing the employee’s email address
- Benefits enrollment
- Required trainings
- A.S. & Workers’ Compensation Orientation

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**Required Trainings**

Upon hire and/or promotion, Associated Students enrolls its full-time and part-time employees in various online training modules. Human Resources will assign these trainings to the employees along with a deadline. Full-time employees are enrolled in trainings via *SkillPort* while part-time/student employees are enrolled in modules via *TargetSolutions*. Both modules forums provide the same trainings, under different names. Below you will find the three most frequently assigned modules, along with their respective names and a brief description.

*EDU Supervisor: Anti-Harassment, Discrimination & Retaliation (CA-13-H) - SkillPort*

*Sexual Harassment Prevention for Supervisors (California AB 1825) – TargetSolutions*
As a supervisor, you are required to complete the “Sexual Harassment Prevention for Supervisors (California AB 1825)” training series. The legislation mandates state-wide sexual harassment training for any employee who performs supervisory functions within a company of 50 employees or more. Associated Students utilizes a web-based training service that you will have access to in order to complete this training.

**Gender Awareness Training**

As an employee of Associated Students, you will have various opportunities to build your professional skills, participate in exciting events and meet diverse groups of people. Associated Students takes pride in embracing all walks of life and enjoys having a diverse workforce. It is important to understand the policies in effect regarding gender, gender identity and gender expression. Upon completion of this course, you will be provided a certificate of completion from the Human Resources Director. Please retain this for your records but you do not need to forward a copy to Human Resources.

**Data Security & Privacy – SkillPort (All full-time)**

**Computer Security Awareness – TargetSolutions (Part-time with level one data access)**

Due to the rapid growth of computer technology and the increase in potential online threats, computer security must be understood by every user. Failure to fully comprehend these issues can lead to loss of data and theft of personal and financial information. This training is specifically designed to increase computer safety awareness, ensure online security, and protect all valuable information stored on computers. Upon completion of this course, you will be provided a certificate of completion. Please retain this for your records but you do not need to forward a copy to Human Resources.

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**Professional Development & A.S. Staff Events**

Throughout the year, Associated Students provides both full-time and part-time employees opportunities to expand their skills and knowledge by attending various professional development events. Employees should work with their supervisor and Area Director regarding training opportunities that interest them. The Area Director will evaluate requests based on budget and business scheduling needs.

Associated Students provides many opportunities throughout the year to network with fellow A.S. colleagues. Located on the A.S. website, within the Human Resources/Payroll Tab, you can find the A.S. Staff Events Calendar listing every event for the current year.

The A.S. Staff Events Calendar is a “living document” and is updated throughout the year on our A.S. website. A description of each event is provided on the calendar.

To help you keep up-to-date, this calendar can be synced to your Google Calendar. To add this Google calendar, please follow the steps below:

1. Highlight and copy the following URL (Hyperlink is not active)
   https://www.google.com/calendar/ical/mail.sdsu.edu_u0jrusdofjm5lcfbtd4k2sj3co%40group.calendar.google.com/public/basic.ics
2. Open your Google Calendar
3. Find "Other Calendars" on the left side of the page and click on the drop down arrow located directly to the right of it.
4. There should be five options listed; choose "Add by URL".
5. A box should open on your screen. In the empty text box, paste the copied URL from Step 1.
6. Click “Add Calendar” and confirm the Professional Development and Employee Relations Calendar was added to the "My Calendars" list.
Employee Evaluations

When the time comes, you will be responsible for completing your employees’ performance evaluations. You will be evaluating your employees through a written performance review by the supervisor based on the employee's performance in relation to their job description and principal duties/responsibilities. A written performance review is required with every part-time promotion or reclassification.

A formal written evaluation is provided upon the conclusion of the full-time employee’s “End of Introduction” period (first six months of employment) and annually thereafter. Merit increases are independent of performance evaluations and are not completed simultaneously.

In addition to these written performance evaluations for both full-time and part-time employees, Associated Students encourages you and your employee to discuss their job performance on an ongoing basis.

Part-time

While not required, supervisors are encouraged to complete the first performance evaluation for a part-time employee at the conclusion of their first six months on the job, which marks the end of their introductory period. You are to complete the Part-Time Employee Performance Evaluation Form, found on the A.S. website within the Human Resources/Payroll Tab. The Area Director should review the performance evaluation prior to meeting and reviewing with the employee. When presenting your evaluation of the employee’s performance, it is important to provide supporting examples when applicable. It is the goal of the evaluation is to highlight accomplishments and address any areas of improvements the employee may have.

At the end of the review process, please give the employee an opportunity to express their comments/concerns in the space provided. We want our employees participate in the setting their goals within the organization.

Once the evaluation form is complete, both you and the employee will sign in the designated fields, and then forward this document on to your Area Director for their signature. Once all signatures have been collected, please send the completed form to Human Resources for retention.

Full-time

The first performance evaluation for an employee should be completed at the conclusion of their first six months on the job, which marks the end of their introductory period. Depending on if the employee is salaried or paid hourly, there are different performance factors that will be assessed. Full-time salaried employees and full-time hourly employees each have their own performance evaluation form; these forms can be found on the A.S. website within the Human Resources/Payroll Tab.

After you complete your evaluation of the full-time employee, you will have your Area Director review and sign, then the Human Resources Director and Executive Director review and sign as well. Once the form is returned to you from Human Resources, you will complete the review process with your employee, have them sign and forward it back to Human Resources for retention.

Promotions

Prior to promoting an employee, both your Area Director and the Human Resources Director approvals are required. Once approved, please complete the Payroll Change Request Form. For both full-time and part-time employees, Section A and C shall be filled out with the proper information. If the employee will be receiving a promotion, current job title, pay rate and range/step as well as new job title, pay rate and range/step must be provided in the proper fields. If employee will be receiving a Supervisory Status Change, indicate this in Section D.
Separations

If an employee separates from the organization, whether voluntarily or involuntarily, they must be given two forms: the Notice to Employee as to Change in Relationship Form and the EDD pamphlet entitled For Your Benefit – California’s Programs for the Unemployed. The Supervisor must also complete the Separation form. This form is sent to Payroll prior to the employee’s last day (when possible) in order for Payroll to process the final check. These forms can be found on the A.S. website within the Human Resources/Payroll Tab.

All full-time separations, both voluntary and involuntary, are conducted by the Human Resources Director.

Final checks are to be given to the employee on their last scheduled shift. The check will not be processed through direct deposit.

- **Voluntary:** If notified at least 72 hours in advance must provide final check at time of separation on their last day of work. If no 72 hour notice given, then must provide within 72 hours of employee’s notice of resignation.

- **Involuntary:** Must provide final check at time of separation

**Voluntary Separation**

If an employee notifies you that they are no longer going to be continuing employment with Associated Students, they are considered to be voluntarily separating or resigning. As a courtesy, we ask our employees to provide us with at least a two-week notice should they decide to separate from the organization if possible. When this occurs, please take the time to complete the Change in Relationship form with the employee, marking the “Voluntary Quit” box and provide the last date of employment. You are to sign this document, have the employee sign acknowledging the receipt of this form, and forward a copy to Human Resources. The original copy is to be given to the employee.

Along with the Change in Relationship Form, you must provide the employee with the Unemployment Programs Pamphlet (DE2320).

Next, you must complete the Separation Form; this is where you will indicate the type of voluntary separation, for example, relocation, accepted a new job, etc. This form also has a final evaluation section, where you will briefly rate the employee based on four areas: ability, attendance, attitude and productivity. If you feel the employee is ineligible for re-hire, please indicate your reasoning in the space provided in Section C and obtain the approval of the Human Resources Director. This form should be sent to Payroll in order to process and issue the employee’s final check; Payroll will retain this form in the employee’s personnel file.

**Involuntary Separation/Termination**

If, for any reason, you should have to terminate an employee, you must first receive prior approval from Human Resources. Only once you receive approval from Human Resources, may you proceed with the termination process.

The reasoning behind your request for involuntary separation/termination must be indicated on the Separation Form. Please check the box associated with your reasoning for separation. You must also complete Section C of this form, following the procedures mentioned in the section above.

When meeting with the employee to discuss the separation, please provide them with the Change in Relationship Form. The employee should complete all applicable fields, and sign is the appropriate area, acknowledging the receipt of this form. Make a copy of this form and give to Human Resources; the original is
to go with the employee. Please note, during this meeting, two individuals should be present: the direct supervisor and the direct manager or a Human Resources Representative.

Warnings and Disciplinary Actions

Part-time

Associated Students prides itself on providing students learning opportunities while working and gaining first-hand experience. We do not practice a progressive disciplinary program, rather we take the time to coach and guide our employees in the right direction. Rather than immediately issuing a written warning, you should take the time to coach your employee and reaffirm expectations.

If the problem or problems continue, and further disciplinary action needs to be taken, please complete the Part-Time Employee Warning Form, which can be found on the A.S. website within the Human Resources/Payroll Tab. The original form is forwarded to Human Resources to be placed in the employee’s personnel file. It is important to be thorough when completing this form and to reference the policy and/or expectation not being met.

Full-time

Full-time employees are subject to the same practices as part-time employees, in that there is not a progressive disciplinary program. Full-time employees are expected to exemplify their best business practices at all times and adhere to all Associated Students policies. If an employee continues to struggle to meet performance expectations, the supervisor should involve their Area Director and Human Resources.

If you believe the behavior warrants documentation, you may complete the Full-Time Employee Warning Form, which can also be found in the same location as the Part-Time Employee Warning Form. Prior to issuance, the Area Director and the Human Resources Director must be notified of your intent to issue a warning and approve the written document.

For both full-time and part-time employees, if you are unsure as to what constitutes grounds for a warning/discipline, please contact the Human Resources department for more guidance.

Associated Students Awards and Recognitions

Performance Recognition

Twice per year (once a semester), you are encouraged to nominate your employees who exemplify high-quality performance. This performance award has a $100 face value (less applied taxes) and will be included in the employee’s taxable income. All A.S. employees are eligible for this award, however typically part-time and/or non-exempt employees are recognized.

As the supervisor, you would complete the Nomination for Outstanding Performance and submit it to your Area Director for review and approval. Once approved, it will then be forwarded to Human Resources for processing. This form can be found on the A.S. Website within the Human Resources/Payroll Tab.

Service Awards

Service Awards are presented for ten, fifteen, twenty, twenty-five, etc. years at the annual SDSU Staff Awards program each fall. The Associated Students also hosts an awards event to honor Associated Students employees celebrating these anniversaries.
A.S. Part-time Student Employee Scholarship

Twice per year (once a semester), part-time student employees are encouraged to apply for the Associated Students Employee Scholarship, valued at $500. The application period typically starts within the first month of each semester. The employee is only eligible to receive the award once per academic year. The Scholarship Committee is composed of one member from each A.S. department; these individuals have been tasked with reviewing all applications and choosing the top three candidates to receive the scholarship. The application can be found on the A.S. website in the Human Resources/Payroll Tab.

McCarron Exemplary Service Endowed Scholarship

Student employees who have been employed with Associated Students for a minimum of one semester are also eligible to apply for the McCarron Exemplary Service Endowed Scholarship, valued at $1,500. Those interested in the scholarship must submit a 500-word essay describing how their employment at Associated Students has contributed to their personal success as an SDSU student and helped them make an impact on the SDSU campus/community. This scholarship is funded by SDSU Vice President of Business and Financial Affairs Tom McCarron. Only A.S. student employees are eligible.
PART-TIME JOB DESCRIPTION TEMPLATE

Associated Students of San Diego State University

Department: [insert department]

Position Title: [insert title]

GENERAL PURPOSE: “Under the direction of the [insert supervisor(s)]…”

- Describe a general overview of the primary functions and duties of position
- Include relationships

ESSENTIAL DUTIES & RESPONSIBILITIES

Primary Functions

Minimum of 4 bullets

Example:

- Under the direction of the Human Resources Manager, coordinates the recruitment of part-time student hiring process with hiring supervisors to include job postings, application distribution, correspondence with applicants and background screenings
- Assists with full-time job recruitment postings, including correspondence, documentation retention, creation of recruitment panel materials and interview scheduling
- Maintains confidential employee personnel records including HRIS
- Assists with the tracking of full-time staff end of introductory periods

Customer Service and Collaboration

- Establishes and maintains working relationships with various A.S. and University departments

Must contain this bullet at minimum

Safety

- Ensures all operations are conducted with safety of staff and customers as first priority, and in accordance with the Injury and Illness Prevention Plan and other safety policies
- Adheres to Associated Students’ Code of Safe Practices
- Reports accidents to supervisor and reviews changes required to avoid reoccurrence Ensures completion proper documentation is completed for each accident (employee and/or non-employee) and forwards to supervisor
- Reports maintenance problems and/or broken and unsafe equipment to the appropriate party immediately

Must contain these (4) bullets at minimum

QUALIFICATIONS

Minimum & Preferred Requirements

Education:

- Must be currently enrolled at San Diego State University, taking a minimum of 6 units

Must include this bullet unless otherwise approved (i.e. Stagecrew, certain MBAC positions, etc.)
Experience:

License & Certification:
Examples:

• Red Cross Waterfront Lifeguarding (must be obtained within the first month of employment)
• FBI, DOB, and Child Abuse Index fingerprint clearance, TB clearance, and current Health Screening
• Current Pediatric First Aid and CPR training, including the proper use of inhaled medications and/or Epi pens
• Current valid CA Driver’s License

Trainings:
• Must complete [insert required TargetSolutions training] training within 30 days of hire

Examples: Gender Awareness, Computer Security, Sexual Harassment Prevention, etc.

PERFORMANCE EXPECTATIONS
Examples:

• Must be able to work with confidential items and understand the importance of confidentiality in project work
• Must be capable of maintaining positive working relationships with staff and customers
• Must be able to exercise tact and exhibit sound professional judgment
• Strong organizational skills required. Must be able to follow oral and written directions and follow projects through to completion

KNOWLEDGE, SKILLS & ABILITIES
Examples:

• Excellent interpersonal skills; ability to relate and communicate effectively with a diverse population of students, staff, faculty, colleagues and guests
• Must have strong English language skills and the ability to read, write and verbally communicate at a level appropriate to the duties of the position
• Ability to operate a computer, proficiency with Microsoft Office Suite (i.e. Word, Excel, PowerPoint) and ability to learn and utilize new software programs

SCHEDULE & WORKING CONDITIONS

This section must begin with “This is a part-time position”
Examples:

“This is a part-time (20 hours/week), position with expected hours to be worked during business hours of Monday through Friday, 8 a.m. to 4:30 p.m.”

“This is a part-time position. Must be able to work up to 20 hours per week including evenings and weekends; employee schedules vary according to business needs.”

“This is a part-time position. Flexibility and willingness to work long hours including weekends with high demand during summer.”
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.

Examples:
“General office environment. Work is generally sedentary in nature, but may require standing and walking around campus. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.”

“While working indoors, the lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by dust, etc. Work is generally performed within an office environment, with standard office equipment available. Possible exposure to distracting/uncomfortable noise levels may require hearing protection to be worn when performing duties.”

“The work environment will involve exposure to salt water, cold water, sun, wind, rain, weather, sand, seaweed, sea grass, ocean currents, sea creatures, breaking waves, and other outdoor elements.”

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.

Examples:
“This position requires the individual to spend long hours sitting and using office equipment and computers. This person will also spend time filing and have to do some lifting of supplies and materials from time to time, including banker boxes and files.”

“Physical requirements include but are not limited to: walking, walking over rough or uneven surfaces, bending, stooping, climbing, and working in confined space, lifting, pushing, pulling and carrying loads.”

“Physical requirements include but are not limited to: swimming, swimming in rough and deep water, walking, running, walking or running over rough or uneven surfaces, bending, stooping, lifting, pushing, pulling, and carrying loads. Must be able to swim at least 550 yards, dive at least 10 feet deep, swim with a 10 pound object for at least 20 yards, and tread water for at least 2 minutes. Must be able to watch and supervise groups of students in the ocean and/or bay while coaching technique and supervising safety. Must be able to recognize and respond to emergencies and prevent injuries or drowning.”

RELATIONSHIPS
List who the position reports to, interacts with, the staff the position supervises (if applicable), etc.
Example:
Inside the Organization:
- Reports to the Human Resources Manager
- Works closely and collaborates with HR & Risk Manager and Risk Management Assistant
- Interacts with Office Supervisors/Payroll Liaisons
- Interacts with A.S. Management and Hiring Supervisors

EMPLOYMENT CATEGORY:  [insert Range I, Range II, or Range III]

Include this background check section if applicable:
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position. [insert additional checks if needed]
Examples:

- “Fingerprinting is required for all employee and volunteer positions that have direct contact with minor children.” (i.e. Aquaplex, MBAC, Children’s Center, etc.)”
- “A credit check is also required for this position.” (i.e. ARC Member Services Program Assistant, Accounts Payable Assistant, Ticket Office Seller, etc.)
III. Payroll

KRONOS

The Associated Students Payroll department is responsible for developing and maintaining systems necessary to keep accurate records on employee time and attendance, to appropriately issue payments and apply benefit time (vacation, sick leave and/or holiday). Department supervisors are responsible for the accurate and timely reporting of hours worked and benefits time used, according to published schedules and deadlines. The system used to record time reports and benefit usage is the KRONOS time clock and the KRONOS Timekeeper Central software.

Hourly employees are responsible for ensuring that whenever possible, they punch in/out at a KRONOS time clock. Exempt employees will automatically have 8 hours of regular time added to the KRONOS timekeeping system Monday through Friday. Each supervisor reviews the employee’s hours worked (regular and overtime) and enters any benefits usage (sick leave, vacation, etc.) into KRONOS. The Supervisor then reviews the approved timecard and ensures that it is signed off by the published deadline.

The KRONOS Self-Service Guide for Employees is a step-by-step explanation of how to navigate through the KRONOS TKC Software. Within this guide, you will find steps on how to:

- Set up your account
- Filter pay periods
- Update personal information
- Print copies of W-2 Forms, paystubs, etc.

Scheduling

Non-exempt employees are required to punch in and out for each shift worked, including lunch, on the KRONOS time clock. Exempt employees are not required to punch. It is your duty as the supervisor to train new hires on punch procedures for their department.

Employees are expected to punch “in” prior to the scheduled time and “out” after the scheduled time within set limitations. A seven-minute window has been allowed for this, prior to and after each quarter hour, which round the punches to the nearest quarter hour.

The pay period runs from Saturday at 4:00am for a two-week period. The punch data is transmitted electronically from the clocks to the KRONOS servers. Supervisors can access punch information and print time cards reports from their desktop computer by logging into KRONOS.

Overtime

Due to the nature of some positions, overtime may occur. If an employee is requesting overtime, there is no official form that must be filled out; verbal or email correspondence is sufficient. If the employee is not able to adequately inform you, the supervisor, of the anticipated overtime, it is important for that employee to notify you as soon as possible that same day.

It is important that you are aware of all overtime requests you approve, as this can affect the budgeted hours set for ALL of the employees under your supervision.
Show-up Compensation

If the employee reports to work and there is no work, the employee will be paid for at least half of the hours they were scheduled to work. **In no event is this amount to be less than two or more than four hours.** For example, if the employee was scheduled to work eight (or more) hours, they will receive four hours pay. If the employee was scheduled for four hours or fewer of work, they will be paid for two hours.

If an employee is scheduled for less than two hours and the available work ends before the scheduled time, the employee will be paid only for the time scheduled. If an employee is scheduled for more than two hours and available work ends before the scheduled end time, the employee will be paid for at least half of the hours they were scheduled to work. **In no event is this amount to be less than two or more than four hours.**

If an employee is called in to work in an emergency when they are not scheduled to work, the employee will be paid for a minimum of two hours.

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Missed Punches

Occasionally, you may find that employees may forget to punch. This is why it is important to review your employees’ time cards. Employees should log missed punches on the Missed Punch Log. Some departments have these logs located next to the KRONOS time clock; if the form is not located next to the clock, it can be found on the A.S. website within the Human Resources/Payroll Tab. It is your responsibility, as the supervisor, to enter missed punches into KRONOS using the information provided on the form. Employees are expected to punch in and out at the time clocks as a requirement of their jobs. Repeated missed punches may result in disciplinary action. Please forward the Missed Punch Log to Payroll via intradepartmental mail prior to the end of the pay period in which the form was completed.

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Required Meal & Break Laws

Non-exempt employees must be given an opportunity to take a 15 minute paid rest break for every four hours worked (or significant portion thereof—usually about 3 hours) and a 30-minute unpaid meal break if their shift cannot be completed in six hours or less. The meal break must begin before the start of the employee’s fifth hour.

**Meal Breaks**

Generally, you must provide a meal break of at least one half-hour for every work period of more than five hours. However, if six hours of work will complete the day’s work, the employee may voluntarily choose not to take the meal break. Meal breaks may be unpaid only if:

- They are at least 30 minutes long;
- The employee is relieved of all duty; and
- The employee is free to leave the premises.

**Rest Breaks**

Provide rest breaks of no less than 15 consecutive minutes for each four hours (or major portion thereof) worked, occurring as near as possible to the middle of the work period. Base the number of 15-minute breaks off of the following chart:

<table>
<thead>
<tr>
<th>Hours of Work</th>
<th>Rest Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 3.5</td>
<td>0</td>
</tr>
<tr>
<td>3.5 - 6</td>
<td>1</td>
</tr>
<tr>
<td>6.0 – 10.0</td>
<td>2</td>
</tr>
<tr>
<td>10.0 – 14.0</td>
<td>3</td>
</tr>
<tr>
<td>14.0 – 18.0</td>
<td>4</td>
</tr>
</tbody>
</table>
Holiday Schedules and Compensation

Both full-time and part-time holiday schedules can be found on the A.S. website within the Human Resources/Payroll Tab.

Part-time

Associated Students observes the following paid holidays each year for part-time employees:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- New Year’s Eve

Holiday pay will be calculated at the rate of double pay for part-time employees who are required to work on any of the holidays observed on the dates provided on the Part-Time Holiday Schedule.

Full-Time

Associated Students observes the following paid holidays each year for full time employees:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day
- Winter Break Day (2 days)
- New Year’s Eve

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance each year via email.

Eligibility for Holiday Pay

For full-time employees to be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. Full-time employees in their introductory period are entitled to holiday pay. Temporary employees who are hired to work less than 6 months are not eligible for holiday pay. An employee whose last day of employment falls prior to a holiday within the pay period will not be paid for the holiday.

Holiday Pay

If you are an eligible non-exempt employee required to work on a paid scheduled holiday, you will receive regular pay for hours worked in addition to the eight hours of holiday pay. Holiday pay will not count towards overtime. Exempt employees that work on a holiday will receive 8 hours of pay in addition to the 8 hours of holiday pay.
Sick Time

Paid Sick Leave

An employee can use Paid Sick Leave (PSL) for the diagnosis, care, or treatment of an existing health condition, or preventative care, for themselves or a family member. PSL may also be used for an employee who is a victim of domestic violence, sexual assault or stalking.

If the employee will be out of work for five or more consecutive days, you must contact the Human Resources Manager to discuss how to proceed.

Part-time employees must complete the Part-Time Paid Sick Leave Request Form, which can be found on the A.S. website within the Human Resources/Payroll Tab. It is your responsibility to use this form to adjust any hours in KRONOS to reflect the employee’s sick leave request. Please submit this form to Payroll. Associated Students allows its employees to use sick time for a scheduled shift when requested, however if the employee does not have any sick time available, the request may be denied and the employee will not be paid for their missed shift. Part-time employees accrue sick leave at a rate of 1 hour per 30 hours worked. Sick leave may be taken after the completion of the first 90 days of employment.

Eligible full-time employees accrue sick leave at a rate of 12 days per year on a full-time equivalent basis. Full-time employees’ accrual rate is 3.70 hours per pay period. Sick leave may be taken after the completion of the first 30 days of employment. Unused sick leave accrual will carry over year to year with no cap.

Vacation Time

Vacation time may be used as a “personal holiday” that is not associated with any specific event. Only full-time employees are eligible to use vacation time. Part-time employees may request time off; however, it will be an unpaid period. All requests for time off must be approved by your supervisor.

The Payroll Change Request Form

The Payroll Change Request Form shall be filled out for the following reasons:

- Pay Rate Change
- Classification Change
- Home Department Change
- Promotion & Pay Rate Increase
- Labor Account Addition/Removal

The Payroll Change Request Form can be found on the A.S. website within the Human Resources/Payroll Tab. The Payroll Change Request Form must be signed by both the employee’s lead/supervisor, as well as the department manager/director. Some sections will require signature from the Human Resources Director and/or the Executive Director in addition to the previously mentioned signatures. The effective date for the following payroll transactions listed below must be the start date of a new pay period. The effective pay period must be the pay period following the completion date of the employee’s introductory period, evaluation or completion of a background check or LiveScan. The annual payroll schedule will be able to provide you with specific dates.

Section B - Pay Rate Change Only*

For both full-time and part-time employees, Sections A and B shall be filled out with the proper information, and must include an evaluation form and/or an explanation letter defining the reason for the pay change. Effective dates can only be at the beginning of a new pay period. If the pay increase is retroactive, be sure to put the beginning date of the requested pay period and check “YES” in the appropriate box. If the pay rate change is for a full-time employee, signature from the Associated Students Executive Director is required.
*Payroll Change Request is required if the pay rate change is due to any reason outside of those due to legal minimum wage increase.

**Section C – Classification Change**
Classification Changes are used to change employee statuses from temporary to full-time or part-time to full-time.

**Section C – Home Department Change**
Home Department Changes are used when changing home locations for an employee working in two different departments. The Home Department should be the location in which the employee primarily works. For example, if an employee working at Viejas Arena is hired at Mission Bay Aquatic Center, the employee’s home department is Viejas Arena. If the Home Department should now be changed MBAC, then the form should be completed.

**Section C - Promotion & Pay Rate Increase**
If employee will be receiving a promotion, current job title, pay rate and range/step as well as new job title, pay rate and range/step must be provided in the proper fields. If an employee will be receiving a Supervisory Status Change, please indicate this in Section D. Area Director and/or Human Resources Director prior approval are required for employee promotions and pay rate increases.

**Section C - Labor Account Addition/Removal**
For both full-time and part-time employees, Sections A and C shall be filled out with the proper information. If an employee working at Viejas Arena were to be hired at Mission Bay Aquatic Center, an additional labor account would have to be added for the employee, listing the account, pay rate and range/step. For labor account removal, only the account needs to be provided in the designated field.

**Section D - Miscellaneous Change**
If a student graduates* or is no longer enrolled in classes at San Diego State University, the effective date should be provided in Section D of the Payroll Change Request Form. SDSU Student Status Change must receive approval from Associated Students Human Resources Director.

If the employee will be driving any Associated Students vehicles or vessels, please indicate this in Section D.

If the employee will be receiving a Supervisory Status Change, please indicate this in Section

*Students who graduate while still employed with Associated Students may be granted a six-month grace period to continue employment. Requests to continue employment require Human Resources’ approval and are subject to staffing levels, budget allowances and business needs.
IV. Safety

Occupational Safety and Health Administration (OSHA)

Under the OSH Act, employers are responsible for providing a safe and healthful workplace. OSHA's mission is to assure safe and healthful workplaces by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards.

General Safety Practices

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimal guide to help identify your responsibility for safety. As a supervisor, it is your obligation to hold your employees responsible for their safety by enforcing these rules and by providing them a safe environment. Additionally, some A.S. departments have a specific Code of Safe Practices detailing safety protocols for that facility.

The Associated Students Code of Safe Practices is to be signed by every employee, regardless if they are full-time or part-time. This form can be found on the A.S. website within the Safety Tab.

Ergonomics

Ergonomics is the study of the relationship between people, their work and their workplace. The primary goal is to help the body move in natural ways and reduce stressors that might cause undue hardships to the employee.

Here at Associated Students, we take safety and ergonomics very seriously. It is our goal to reduce as much stress and tension in the workplace as possible. Due to the various tasks required in different departments, the ergonomic needs may be slightly different. An Ergonomics Tip Sheet may be found on the A.S. website within the Safety Tab. These various tips help you and your employees improve their ergonomic techniques while executing their daily tasks.

Should you notice or be informed that an employee is in need of an ergonomic assessment, please contact Human Resources.

Heat Illness Prevention

You must provide employee training before an employee or supervisor begins outdoor work. All employees must be trained on the policies and procedures that you have established in order to comply with the heat illness standard.

You must provide effective training in the following topics to all supervisory and non-supervisory employees:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The employer's procedures for complying with the requirements of this standard, including but not limited to:
  - The employer's responsibility to provide water, shade, cool-down rests and access to first aid.
  - The employee's right to exercise their rights under the Heat Illness Standard without retaliation.
- The importance of frequent consumption of small quantities of water, up to four cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The concept, importance and methods of acclimatization, pursuant to the employer's procedures as set forth in its Heat Illness Prevention Plan.
- The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness. In addition, training should cover the fact that heat illness may progress quickly from mild symptoms and signs to a serious and life threatening illness.
• The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers.
• The employer's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
• The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
• The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders. These procedures must include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Training must be effective. According to the guidance, training must be understood by employees, which includes providing training in a language the employees understand. Inspectors will look for indicators that the employer has made a good faith effort to communicate all the essential information to employees.

Cal/OSHA will examine both the training content and how it is presented. The test for compliance, according to Cal/OSHA is:

• Whether training has occurred;
• Whether the required content has been provided; and
• Whether the training has been effective in communicating the essentials to employees.

! WORK PROCEDURES SHOULD BE CONSISTENT WITH THE INFORMATION PROVIDED IN THE TRAINING !

Cal/OSHA guidance states that training should occur at the time of hire with refresher training as needed. It is best to provide refresher training as the hot season approaches.

Heat Illness Prevention – Supervisor Training

Prior to being assigned to supervise employees working in the heat, supervisors must be trained on the following topics:

• The information required to be provided to employees as listed above.
• The procedures the supervisor is to follow to implement the applicable provisions of the standard.
• The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
• How to monitor weather reports and how to respond to hot weather advisories.

San Diego State University Safety Resources

San Diego State University has various safety resources to ensure each and every student, faculty or guest on campus will have a safe experience. Throughout campus you can will be able to find blue emergency buttons that will immediately dial 9-1-1. SDSUPD will be notified right away as to your location and will dispatch a unit to assist you.

SDSUPD has recently implemented the Aztec Shield app, which allows individuals to report incidents, emergency call services, access to safety shuttles, as well as many more safety enhancing features. The app is available in both the Apple App Store and Google Play Store (Android App Store).
Safety Committee

The Safety Committee is charged with advising the A.S. Executive Director on issues related to workplace safety, training, and emergency procedures. The Safety Committee, comprised of representatives from each divisional area, will meet quarterly to establish training and development goals and communicate with employees on matters concerning safety and health.

Individual employees are responsible to be aware of general safety procedures, to be knowledgeable of hazards, and to be vigilant in observing and reporting conditions which may be hazardous to themselves, co-workers, students or visitors to SDSU. Staff with supervisory responsibility must ensure that safe and healthful conditions and practices are provided and followed within the areas under their control, and comply fully with all applicable aspects of the IIPP. Outlined further in the IIPP are safety programs in which supervisors must implement regarding activities under their direction.

Injury and Illness Prevention Program

A comprehensive Injury and Illness Prevention Program (IIPP), has been prepared by Associated Students for implementation at SDSU. The IIPP can be found on the A.S. website within the Safety Tab. Associated Students has modified this program to make it specific to our auxiliary operation. The intent of the program is:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communications between A.S. and the campus community on matters concerning employee safety and health
- Educate and train employees on health & safety matters
- Implement a strategy by which compliance with the regulation can be achieved and documented

Employee Injuries

Despite our best efforts to avoid any accidents or injuries at work, they do still happen. In any instance of accident or injury, there is a process that must be completed, whether the employee would like to open a workers’ compensation claim or not. Below is a clear, step-by-step layout of what to do if a situation were to arise.

An employee gets hurt and reports their injury. What do we do next?

- Offer to open a Workers’ Compensation claim and send the employee to the doctor.
- Employee declines claim
- Employee accepts claim
- Complete the Employee Refusal of Medical Treatment Form and Supervisor’s Accident Report. Forward both to HR department.
  - Step 1: Complete the Workers’ Compensation Claim Form & Notice of Potential Eligibility - DWC1. (Employee only completes section 1.)
  - Step 2: Send employee, with a copy of the DWC-1, to appropriate medical facility listed below.
  - Step 3: Complete the Employer’s Report of Occupational Injury or Illness - Form 5020.
  - Step 4: Send both forms to HR & Risk Manager.
  - Step 5: When employee returns to work, complete the Supervisor’s Accident Report and forward to HR & Risk Manager.

In the event of a Fatal or Serious Injury/Illness, or anytime an employee’s condition necessitates transportation to a hospital via ambulance, please contact Patty Rea, Human Resources Director, at (619) 594-3243 or (619) 504-4587 (cell) IMMEDIATELY. PLEASE CALL 911 FOR ALL EMERGENCIES

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Employee Refusal of Medical Treatment Form and Supervisor’s Accident Report

Mon. - Fri.: 8:00am to 5:00pm
Sharp Rees-Stealy La Mesa Occupational Medicine

Mon. - Fri.: 5:00pm to 8:00pm
Weekends/Holidays 8:00am - 8:00pm
Sharp Rees-Stealy La Mesa Urgent Care (1st Floor)

Every day, ONLY after 8:00pm
(Holidays and weekends included)
Alvarado Hospital Emergency Room
All injury forms that are required to be completed and submitted to Human Resources can be found on the A.S. website under the Safety Tab. Full-size Workers’ Compensation Model and medical facility directions can be found on the A.S. website within the Safety Tab.

Directors, Managers, Supervisors and Coordinators are responsible to see that safety procedures are posted and followed by all employees. It is your duty as the supervisor to ensure a first aid kit is readily available and stocked.

Non-Employee Injuries

A “non-employee” is anyone who currently does not work for or is not employed by the Associated Students.

As the supervisor, you are to ensure that person’s safety and offer medical assistance, if needed. Next, complete the Non-Employee Injury/Illness Report for any non-employee injury. This completed form must be forwarded to the area manager, as well as the Human Resource and Risk Manager, within 24-hours of the incident occurring. The Non-Employee Injury/Illness Report can be found on the A.S. website within the Safety Tab.

At your discretion, you may refer a non-employee injury/illness to Public Safety by calling (619) 594-1991 or emailing police@mail.sdsu.edu.

Non-Employee Incident and Damage Report

Non-employee incidents and damage can, and may, occur within the scope of regular business operations. In these situations, it is your responsibility to handle the situation by making sure that all parties involved are safe, checking for any damage to their personal property as well as to A.S. property, and noting all this information on the Non-Employee Incident and Damage Report. This form can be found on the A.S. website within the Safety Tab and should be filled out immediately following a notification of occurrence. Upon completion, forward the report to the area manager, as well as the Human Resources and Risk Manager.

Dependent on the cause and nature of the incident, the non-employee may be entitled to reimbursement for any damage sustained to their personal belongings. This decision will be determined by Associated Students management.
V. Closing

This document is intended to be a guide to assist you in your supervisory role with Associated Students. It does not include every aspect or instance you may encounter. Should you have questions, please seek out your supervisor, Area Director and/or Human Resources.