

PERSONNEL POLICIES FOR SPF EMPLOYEES

Drug-Free Workplace

It is the policy of HSUSPF to provide a drug-free workplace, and to prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace.

Any employee who is found in violation of this policy will be subject to appropriate personnel action, up to and including termination; or the employee may be required to participate satisfactorily in drug abuse assistance or rehabilitation program approved for purposes by federal, state, or local health, law enforcement, or other appropriate agency.

HSUSPF provides a written copy of its policy to all employees to inform them of our Drug-Free Workplace Policy.

For those employees who work under a federal grant, conditions of such employment include willingness to (1) abide by the terms of the HSUSPF Drug-Free Workplace Policy, and (2) notify HSUSPF of any criminal drug statute conviction for violations occurring in the workplace no later than 5 days after conviction. HSUSPF shall notify the contracting agency within ten days after receiving notice of such conviction.

Affirmative Action and Non-Discrimination

HSUSPF is an affirmative action/equal opportunity/Title IX employer and promotes employment opportunities for women, ethnic minorities, Vietnam era and disabled veterans, persons with disabilities, and persons age 40 and over. The full text of Foundation's Affirmative Action Plan is on file in the Foundation office and available on request. That plan contains a Grievance Procedure.

It is the policy of HSUSPF to prohibit decision-making based on "race, color, ancestry, religious creed, national origin, sex, disabilities, medical condition (cancer related), marital status, or age (over 40)," (California Department of Fair Employment and Housing).

In keeping with the American Disabilities Act of 1990, reasonable accommodation is provided for applicants with disabilities and for employees with disabilities.

Harassment

It is the policy of HSUSPF to provide all employees a working environment free from discriminatory harassment or intimidation. Harassment, particularly that prohibited by law such as racial or sexual harassment, is grounds for disciplinary action up to and including termination. If you feel you are being harassed or you observe harassment, please discuss the matter with your supervisor or with management of HSUSPF.

A complete list of our Personnel Policies can be found at <http://humboldt.edu/hsuf/guidebooks/index.php>