

# EMPLOYEE HANDBOOK

## 2.0 EMPLOYMENT POLICIES AND PRACTICES

### 2.1 Employment Definitions

**Adjunct Faculty:** A faculty member who is employed on a part-time contract on a semester-by-semester basis for specified classes or services and whose teaching load and faculty responsibilities over the course of an academic semester constitute less than that of full time faculty members. Adjunct faculty positions do not include all of the duties of regular faculty members. Adjunct faculty are not eligible for benefits.

**Administrator:** An employee whose job duties allow him or her to meet certain criteria to be "exempt" from state and federal minimum wage, overtime, and certain record-keeping requirements. Administrators typically fall into the "executives, managers, or supervisors" or "administrative employees" categories set forth by federal and Oregon wage and hour laws. As such, they are not eligible for overtime pay.

**Annualized Salary:** Salaries of employees who work less than full time may be stated as "annualized" in order to compare them with salaries of employees that work 40 hours per week for 12 months of the year. An annualized salary is obtained by dividing the actual salary by the employee's FTE. Example: A .75-FTE employee's actual salary of \$22,500 is a \$30,000 annualized salary.

**Employment at Will:** Employment at will means either an employee or the university is free to conclude the employment relationship at any time, with or without notice, with or without cause, and the employment relationship is not for any specified period of time. Oregon is an "at-will" state, so employees not employed on contracts are "at will."

**Exempt:** The legal classification for employees who are paid a salary and are not subject to (are exempt from) state and federal minimum-wage, overtime, and some record-keeping requirements. Certain criteria, including the types of job duties performed, have to be met to properly classify an employee as exempt. At the university, administrators and faculty are exempt employees.

**Faculty:** An employee who is employed on a faculty contract. Like an administrator, a faculty member is exempt from state and federal wage and hour laws. Faculty meet the state and federal definitions of "professional employee."

**Full-Time Employee:** Any support staff or administrator regularly scheduled to work 40 hours per week for 12 months of the year and whose total scheduled hours are 2,080 hours during the fiscal year. These scheduled hours include paid vacation, sick leave, and holiday hours. A full-time faculty member is one with an assigned workload of at least 24 credit hours during the academic year.

# Employee Handbook Guidelines In California

**Michael Seilmaier**



## **Employee Handbook Guidelines In California:**

CA Employer's Guide to Employee Handbook and Personnel Policy Manual Morrison & Foerster, 1997-03-06 To streamline manual creation policies are also available on diskette are adaptable to almost any wordprocessing application

**Create Your Own Employee Handbook** Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule With Downloadable forms All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside

*Best Practices* Leyna Bernstein, The Management Center, 1998-07-15 A Publication of The Management Center This is the first and only guide to creating personnel policies specifically tailored to the needs of nonprofit organizations in California Best Practices is designed to help readers produce their own employee handbooks update existing policies and identify new and innovative ones This step by step handbook features sample policies in a unique three level approach Each policy is presented in three versions to correspond to nonprofits of different sizes Sample policies illustrate key issues such as Employment and Employee Development Benefits Financial Benefits Unpaid Leaves of Absences Other Time Off Workplace Health and Safety Work Hours and Pay Work Practices and Work Environment Information and Communication Standards of Conduct and Ending Employment For each policy readers can choose the language form and style best suited to their organization s needs mission and work culture The book also comes with a 3 5 inch diskette for quick and easy implementation of potential policies and updates

*California Employment Law: An Employer's Guide* James J. McDonald, Jr., 2024-04-16 California Employment Law An Employer s Guide is the go to guide for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California with employees working in the state This valuable reference is comprehensively updated to address new developments in 2021 including new requirements for severance agreements new restrictions on non disparagement agreements expansion of the California Family Rights Act to include parents in law new Cal OSHA penalties for enterprise wide and egregious violations and many more

*California Employers' Guide to Employee Handbooks and Personnel Policy Manuals* , 1989 The California Employee Survival Handbook David Hurd, Ronald Begmen, Mark Strom, 1998-06 The only legal self help guide for

California employees Designed to help working people learn more about the laws that affect them in the workplace it explains complex points of employment law in clear simple English The book offers guidance on three essential issues job rights and laws to help employees avoid economic loss how to confront adverse employment situations and how to proceed to recover money or rights either independently or with an attorney **California. Court of Appeal (2nd Appellate**

**District). Records and Briefs** California (State)., California Employer's Guide to Employee Handbooks & Personnel Policy Manuals , *California. Supreme Court. Records and Briefs* California (State)., Court of Appeal Case s B036925

**What Every Engineer Should Know About Starting a High-Tech Business Venture** Eric Koester,2009-01-06

Written by an experienced business lawyer in the technology scientific and engineering community this publication is for the engineer with an innovative high tech idea or concept who needs those crucial business insights and strategies to move that idea forward It offers key analysis on how to leave a current employer gain access to technologie *California Employment Law Book 2025* Samantha L Drexler,2025-06-18 Navigate the complexities of California s ever evolving labor laws with confidence using this comprehensive and up to date legal handbook for 2025 California Employment Law Book 2025 is your essential resource for understanding state specific regulations compliance requirements and employee protections that go far beyond federal labor standards Whether you re a small business owner HR professional employment attorney or California employee seeking to know your rights this book demystifies the most pressing topics in employment law including wage and hour laws employee classification discrimination protections workplace safety wrongful termination non compete clauses and new 2025 legislative updates This practical guide offers clear explanations of complex statutes real world examples and compliance checklists to help you avoid legal pitfalls With special sections on remote work policies gig economy regulations and mandatory leave laws readers are equipped with actionable insights to make informed decisions and foster lawful workplaces Don t get caught off guard by lawsuits audits or changing rules Whether you re navigating onboarding processes resolving conflicts or preparing employee handbooks this book serves as an indispensable legal ally

**Wage and Hour Manual for California Employers** Richard J. Simmons,2010 **The Practical California**

**Employment Law Book 2025 - 2026** Maxwell D Rehnquist,2025-11-12 Navigate California s complex employment laws with confidence and clarity The Practical California Employment Law Book 2025 2026 is the ultimate easy to understand guide to help business owners HR professionals attorneys and employees stay compliant with the state s most dynamic and employee friendly labor regulations Written in clear accessible language this up to date reference explains everything you need to know about the rapidly changing world of California labor law from wage and hour rules to employee classification discrimination policies benefits administration and compliance obligations under both California and federal frameworks Updated through 2026 it provides readers with real world guidance for navigating the Golden State s strict and often confusing employment landscape You ll gain a comprehensive understanding of The latest California labor codes case law

updates and regulatory changes from the Department of Industrial Relations DIR and the Division of Labor Standards Enforcement DLSE Wage and hour compliance overtime exemptions and independent contractor tests under AB 5 and Proposition 22 Employee leave meal and rest period requirements and anti retaliation protections Key updates in workplace safety harassment prevention and paid sick leave laws Guidance on terminations layoffs employee handbooks and HR best practices for compliance Federal alignment how California law interacts with FMLA ADA and other federal statutes Employer recordkeeping policy drafting and risk management essentials Whether you re an employer seeking compliance an HR professional preparing for audits or an employee learning your rights this book serves as your indispensable practical handbook It translates legal complexity into actionable understanding ensuring you stay informed compliant and protected in California s highly regulated employment environment Backed by professional expertise and presented with clarity The Practical California Employment Law Book 2025 2026 is the most current comprehensive and accessible legal reference for anyone working within California s unique labor system      **California Employer's Guide 2002** Mark S.

Summers,Summers Press Editorial Staff,2002-01-02 The California Employer s Guide is an authoritative and comprehensive employment law manual designed for business owners managers and human resource professionals Written from an employer s point of view the Guide integrates the federal and particular state laws that affect the employer employee relationship Chapter headings are Hiring Termination Health and Safety Civil Rights Hours and Pay Unions Government Contractors and Miscellaneous Regulations Each chapter is tabbed and includes numbered section headings in bold print for ease of use Relevant state and federal agencies are listed at the end of each chapter as well as citations for the information discussed Updated annually      **California Employer's Guide 2009** Summers Press, Inc. Staff,Aspen Publishers Editorial,2008-12-17 Our California Employer s Guide is an authoritative and accessible book that provides the lay of the land about employment law the Guide integrates federal and California laws that affect the employer employee relationship making it a valuable resource for business owners managers and human resource professionals The California Employer s Guide is written and updated annually by an employment law attorney We have eliminated legal jargon offering clear and concise explanations of today s complex labor laws regulations and court decisions Relevant state and federal agencies are listed at the end of each of the ten chapters along with citations for the information discussed Written from an employer s point of view this 20th Edition of the California Employer s Guide includes discussion of these and other current topics Mandatory sexual harassment training New California law mandating leave for military spouses New California law requiring employers to give employees information about the Earned Income Tax Credit New California laws governing smoking in a motor vehicle driving while using a cell phone and implanted identification devices New I 9 employment verification form The revised definition of supervisor under federal labor relations law New e discovery rules requiring employers to have systems in place for accessing and preserving electronic records      *5 Tips for Creating HR Policies That Hold Up in Court* ,

**Labor and Employment in California** Steven Banks Eggleston, Bernadette M. O'Brien, Debra A. Miller, 1997 This single volume desktop reference is a general guide to all aspects of employment as governed by both federal California law from hiring through termination It is designed to serve as a day to day practical reference manual for owners executives managers on topics such as hiring sexual harassment wage labor law OSHA discrimination This book gives you everything you need pulled together in one place on the federal state requirements to insure that your company is in full compliance with employment laws Notable changes in the latest supplement include 1 a new section on health benefits for part time employees 2 the 1999 statutory amendment establishing criminal penalties for an employer who makes an audio or video recording of an employee in a locker room restroom or any area designated for changing clothes 3 a new section on common mistakes made by employers facing wrongful termination or demotion claims 4 a new section on defamation as it relates to employee to employer or co employee communications 5 a new section on an employee's obligation to timely report sexual harassment or be barred from suit 6 the latest employment case law     **A Model Employee Handbook for the Small California Business** Margaret Hart Edwards, 1991     Corporate Practice Series , 1988     Publishers' Trade List Annual, 1999 R R Bowker Publishing, Bowker, 1999-09

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web allyson braithwaite condie born november 2 1978 is an author of young adult and middle grade fiction 1 her novel

matched was a 1 new york times and international bestseller and spent over a year on the new york times bestseller list 2 the sequels crossed and reached are also new york times bestsellers 3