

**CAL POLY POMONA FOUNDATION, INC.
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

PERSONNEL COMMITTEE

**Tuesday, February 3, 2015
02:30 pm – 03:30 pm
Building #55 – Executive Conference Room**

AGENDA

CONSENSUS ACTION ITEMS

PAGE

Consensus Action Items: Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion.

- | | | | |
|----|---|---------------|-------|
| 1. | Minutes November 11, 2014 Meeting
ACTION: Approval | Steven Garcia | 1 - 3 |
|----|---|---------------|-------|

ACTION ITEMS

- | | | | |
|----|---|---------------|---------|
| 2. | Comparability Study for Pay, Benefits, and Working Conditions
ACTION: Approval | Dennis Miller | 4 - 18 |
| 3. | Anti-Discrimination / Affirmative Action Policy and Plan
ACTION: Approval | Dennis Miller | 19 - 58 |

DISUCSSION ITEMS

None Presented

INFORMATION ITEMS

- | | | | |
|----|---|----------------|----|
| 4. | CalPERS Valuation Reports for Foundation Pension Plan | G. Paul Storey | 59 |
| 5. | Executive Director's Report | G. Paul Storey | |

CAL POLY POMONA FOUNDATION, INC.
PERSONNEL COMMITTEE MEETING MINUTES
November 18, 2014

Present: Mahyar Amouzegar, Samir Anz, Susie Diaz, Devon Graves, James Priest, Sharon Reiter

Absent: Mei Lien Chang, Winny Dong, Steven Garcia and Cynthia Williams

Visitors: Anne McLoughlin, Dennis Miller, Debra Poe, David Prenovost and Paul Storey

CALL TO ORDER

The meeting was called to order at 11:30 am by James Priest on behalf of Chair, Steven Garcia. James asked everyone to introduce themselves.

CONSENSUS ACTION ITEMS

Approval of Minutes

1. **April 24, 2014 Meeting Minutes**

James Priest stated the minutes were approved by consent.

ACTION ITEMS

2. **Annual Healthcare Renewal**

Dennis Miller explained Foundation's proposed 2015 health care plan contribution is based on the 5% annual increase cap previously approved by the Board of Directors. New for 2015 is the addition of one additional benefit tier. The purpose of this additional tier is to separate the cost of an employee with a spouse, and an employee with dependents, thereby removing "spouse" from the definition of "dependent" for healthcare premium purposes. Also, "family" will now be defined as employee plus spouse plus dependents. Foundation's monthly contribution for employee only (or annuitant) is \$399, employee (or annuitant) + spouse is \$756, employee (or annuitant) + dependents is \$756 and employee (or annuitant) + spouse + dependents is \$966.

For 2015, Foundation will introduce the "hi-lo" model for Kaiser where there will be two Kaiser plans available for employees and early retirees to consider. The existing plan will have its existing co-pays and deductibles where the new plan will have several higher co-pays and higher deductibles, resulting in lower premiums for the new plan when compared to the existing plan. This will result in having 3 medical plan options for our employees and early retirees, two Kaiser Plans and the EPO plan.

A motion was made by Mahyar Amouzegar to approve the Foundation's monthly contribution to the 2015 health plan premiums up to \$399 for employee or annuitant, up to \$756 for an employee or annuitant enrolled for self and either spouse or dependents, and up to \$966 for an employee or annuitant enrolled for self and dependents with spouse, and the addition of a 4th Tier and to be presented at the next Board meeting for approval. The motion was seconded by James Priest and unanimously approved.

3. **Covered Spousal Eligibility for 2016**

Dennis Miller explained Foundation's ongoing obligation to help ensure its benefits programs remain sustainable. To help meet that requirement Foundation is proposing the removal of "covered" spouses from eligibility for Foundation healthcare benefits. A "covered" spouse is a person who is the legal spouse (which includes registered domestic partners) of a current Foundation employee, and who can obtain healthcare coverage through their own employer. The Foundation will continue to offer healthcare benefits to spouses who do not have healthcare coverage available through their own employer.

The Committee reviewed and discussed this proposal at length and agreed to revise and forward the following recommendation to the Board of Directors for review:

The Foundation will provide, if requested at enrollment, secondary healthcare coverage for a "covered" spouse, effective January 1, 2016, the "covered" spouse of an employee hired before January 1, 2015 is eligible for the

Foundation's healthcare benefit if the spouse can provide proof of primary healthcare coverage from the "covered" spouse's employer. In this case the employee will be primary and the "covered" spouse will be secondary under the Foundation's healthcare plan.

In addition, for employees hired after December 31, 2014, effective January 1, 2015, the "covered" spouse of an employee is not eligible for the Foundation's healthcare benefits, assuming the spouse is employed and the spouse is eligible for healthcare benefits with their employer. Accordingly, if the spouse is not employed or the spouse is not eligible for healthcare benefits with their employer; then the spouse is eligible for the Foundation's healthcare benefit and the "covered" spouse will be primary under the Foundation's healthcare plan.

A motion was made by Susie Diaz to approve the *revised* proposal of the removal of covered spouses from the list of eligible members for its healthcare programs for newly hired employees starting on January 1, 2015, and would apply to existing benefited employees starting on January 1, 2016 and recommends the resolution be forwarded to the full Board of Directors for approval. The motion was seconded by Mahyar Amouzegar and unanimously approved.

4. Flex Dollars Amendment

Dennis Miller explained the Flex Dollars Program provides eligible employees (full time benefited employees) a \$55 credit per month to be applied against the expense of any of the three available options: healthcare premiums, parking fees, or to tuition reimbursement. The Flex Dollar funds can only be used in the year awarded and cannot be cashed in or rolled over from year to year. If an employee does not use funds in a given year they are not carried forward to future years.

The Foundation is requesting to increase the monthly flex dollars amount from \$55 to \$62.50, which is an increase of \$90 per year for each eligible employee. This increase will help offset increases in healthcare premiums and increases to parking fees for those employees who apply their flex dollars to one of those options.

A motion was made by Devon Graves to approve an increase in the Flex Dollars Program from a \$55 credit per month per eligible employee to a \$62.50 credit per month per eligible employee and recommends the resolution be forwarded to the full Board of Directors for approval. The motion was seconded by James Priest and unanimously approved.

5. Vacation Conversion Plan for 2015

Dennis Miller stated the Foundation is proposing to take additional steps to mitigate the impact of increasing health care costs including offering employees the option to convert a portion of their earned and unused vacation time to apply toward their individual healthcare premium starting in the benefit plan year January 1, 2015.

Several conditions of the plan include; 1. Employees may convert any number of vacation hours but must retain at least 80 hours of available vacation after converting vacation time. 2. Employees may convert up to the maximum amount of their portion of the premium for their specific level of healthcare insurance and cannot exceed that amount. 3. Employees who elect to participate in this plan and end their employment prior to using up the amount converted to healthcare premiums will receive any unused vacation time upon their departure.

A motion was made by Devon Graves to approve the Vacation Conversion Plan for Healthcare Premiums to apply toward the January 1, 2015, benefit plan year and recommends the resolution be forwarded to the full Board of Directors for approval. The motion was seconded by Susie Diaz and unanimously approved.

6. Non-Tobacco Premium Discount for 2016

Dennis Miller detailed a Foundation proposal of implementing a healthcare premium discount program which will offer lower premiums for healthcare insurance to those employees and early retirees who remain tobacco free. The difference in premium between tobacco users and nontobacco users will be \$50 per month and will start on January 1, 2016.

After much discussion, the Committee chose to table the resolution.

7. Salary Scale Revision

Dennis Miller explained Foundation annually reviews its compensation policies, practices and salary scale to insure it is current and accurate. This year Foundation is proposing to update its salary scale by increasing the minimum and maximum limits by 4.5% for grades 1 through 10 and by 3.5% for grades 11 through 16.

A motion was made by Sharon Reiter to approve Salary Grade Increase and recommends the resolution be forwarded to the full Board of Directors for approval. The motion was seconded James Priest and unanimously approved.

8. Holiday Time off Schedule for Year End

Dennis Miller indicated the University will be closed starting on Thursday, December 25th and return to work Monday, January 5th. Due to the general lack of productive work during the week of Christmas, Foundation plans to be closed on Monday, Tuesday, and Wednesday prior to Christmas. Foundation will require employees to use vacation time or unpaid time off on December 22nd and December 23rd and proposes to add December 24th as a paid Foundation Holiday for 2014.

A motion was made by Susie Diaz to approves adding one paid Foundation holiday on December 24, 2014 and recommends the resolution be forwarded to the full Board of Directors for approval. The motion was seconded by James Priest and unanimously approved.

DISCUSSION ITEMS

None Presented

INFORMATION ITEMS

9. Annual Risk Management/Insurance Report

David Prenovost and Dennis Miller briefly summarized the annual overview of Workers Compensation Insurance and Employment Practices Liability.

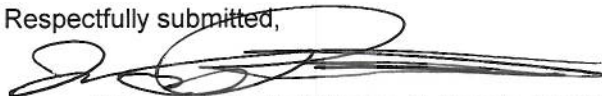
10. Executive Director's Report

1. The next Board of Directors meeting is Monday, December 1, 2014; 2:00pm at CTTi and a tour of the new Innovation Brew Works will follow immediately after.

OPEN FORUM

Meeting adjourned at 12:45.

Respectfully submitted,




James Priest on behalf of Steven N. Garcia, Chair
Personnel Committee

Memorandum

Date: February 3, 2015

To: Personnel Committee
Cal Poly Pomona Foundation, Inc.

From: Dennis Miller 
Chief Employment Officer



Attachment: (1) Foundation Policy 219
(2) Comparability Analysis
(3) Table of Foundation Positions and Salary Ranges
(4) Table of Benefits for Foundation and the CSU

Subject: **Comparability Analysis 2015**

A key objective in Foundation Policy No. 219, titled “Compensation Plan” is “to establish wages and salaries for positions that are competitive with the salaries and benefits being paid to comparable jobs in other educational institutions in the area or in commercial operations of like nature, as required by Education Code section 89900.”

To help meet that objective, Foundation maintains a Comparability Analysis which is required to be conducted at least every 5 years.

Included as attachments to this Memorandum are four documents including Policy 209 (Attachment 1), an internal Comparability Analysis (Attachment 2), a table of Foundation and similar CSU positions and their salary ranges (Attachment 3), and a table comparing the benefits provided by Foundation and the CSU (Attachment 4).

In reviewing the outcome of the analysis, it confirms Foundation provides comparable salaries and benefits for its full time employees as it relates to positions providing similar services within the CSU. Additionally, Foundation continues to experience healthy employee retention percentages, and has not experienced difficulty in its efforts to recruit and select well qualified applicants for the overwhelming majority of its positions.

The need to complete an analysis on Foundation “working conditions” was not completed in detail as it seems unnecessary since Foundation is an integral part of the University’s culture, and is physically located entirely within the University environment.

Subject: **Comparability Analysis 2015**


Proposed Action

The following resolution is recommended for approval:

RESOLVED, that the Personnel Committee of the Cal Poly Pomona Foundation, Inc. recommends to the Board of Directors for approval the following:

That the members of the Personnel Committee have reviewed and approved the Comparability Analysis to be presented at the next regularly scheduled Board meeting.

Approved and Adopted this 3rd Day of February 2015.

By: 
Dr. Steven N. Garcia | Chair
Personnel Committee

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject: Compensation Plan

Policy No.: 219

Reference: 298-II-D, 343-III-J

Old No.: 2000-1

Date: 06/13/00

Revision: 05/25/10

PURPOSE

To provide a policy framework for a compensation plan for Foundation employees in compliance with Title 5, California Code of Regulations Section 42405.

BACKGROUND AND PURPOSE

This policy establishes the framework for a compensation plan covering all positions.

OBJECTIVES

1. To establish wages and salaries for positions that are competitive with the salaries and benefits being paid to comparable jobs in other educational institutions in the area or in commercial operations of like nature, as required by Education Code section 89900.
2. To provide a wage and salary structure that is internally equitable and which ensures that positions with equal skill, effort, responsibility and working conditions receive equal pay.
3. To recruit and retain well-qualified employees for positions within the Foundation.
4. To maintain salary and benefit costs within budgetary limits established by the Board of Directors, consistent with Education Code section 89905.

EQUITABLE

1. Externally Equitable: The Foundation Employment Services Director shall conduct salary surveys to assist in establishing and/or adjusting the wage and salary ranges for positions. The survey includes other commercial organizations and non-profit corporations within the California/Los Angeles area and/or auxiliary organizations within the California State University and University of California systems which have positions that perform services that are comparable to the Foundation's positions.
2. Internally Equitable: The Foundation will evaluate its internal wage and salary structure to ensure that positions with equal skill, effort, responsibility and working conditions receive equal pay. A position classification plan is used to assist in the job evaluation.

MERIT SALARY ADJUSTMENTS

1. Management and non-management salary plan positions are eligible for annual wage or salary adjustments based on merit within the range for their respective job classifications. The employee's immediate supervisor prepares performance evaluation to support any merit salary adjustment. Such adjustments are granted only if the employee is satisfactorily meeting or exceeding the performance standards for his/her position. Merit salary increases must be approved by the department head (or Executive Director in situations where he/she is the next higher level of supervisor) and the Employment Services Director. An employee is eligible for merit salary adjustment or lump sum merit awards after he/she reaches the maximum rate of the range for his/her job classification in conjunction with the performance evaluation program.

SALARY GRADE ADJUSTMENTS

1. Changes in an employee's level of responsibility can result in his/her position being assigned to a different salary range. If a position is assigned a higher salary range, the incumbent will normally have his/her wage adjusted to the minimum of the range or receive a pre-approved percentage increase, whichever is greater. When a position is assigned to a lower salary range, his/her salary may be reduced to the top of the lower salary range or retained at the existing level for a specified period of time dependent upon the circumstances.

IMPLEMENTATION

1. The Board of Directors must approve any changes to this policy. The Foundation's Executive Director and Employment Services Director shall develop and implement guidelines to facilitate this program. The Executive Director and executive staff are responsible for ensuring that this policy is executed in a fair and equitable manner.

COMPARABILITY ANALYSIS
FOR
CAL POLY POMONA FOUNDATION

January 21, 2015

For INTERNAL USE ONLY

Table of Contents

1. Overview of Comparability Requirements
 2. Appendix A, Reference Excerpts
- Attachments:
3. Attachment (2), Foundation Positions & Salary Comparisons
 4. Attachment (3), Benefits for Foundation & CSU Comparison

Overview of Comparability Requirements

Background. Section 89900 of the California Education Code requires CSU auxiliaries “to provide salaries, working conditions, and benefits for full-time employees of each auxiliary organization that are comparable to those provided California State University employees performing similar services.”

Also, Section 89905 of the California Education Code states: “Operations of commercial services on a campus of the California State University, such as a food service or bookstore, or any commercial services that may be provided in a state university union, shall, when operated by an auxiliary organization, be self-supporting.

This Comparability Analysis is in direct support of Foundation Policy 219.

Purpose. The purpose of this Comparability Analysis is to develop and administer the framework which allows the Foundation to remain in compliance with the spirit and intent of the referenced California Education Code.

Applicability. This Comparability Analysis applies to all full time benefited positions of the Foundation.

Process. In order to arrive at a Comparability Analysis, we evaluated all full time positions within Foundation and within the California State University (CSU), and determine which positions in Foundation are similar to CSU positions, and which positions are not similar. From that point, we evaluated and compared employee benefits from the Foundation and the CSU. From this point we evaluated and compared pay structures between the Foundation and the CSU. Once these evaluations and comparisons have been completed, we can determine if we meet the requirements of comparability, or not, for each Foundation position.

Foundation will complete a Comparability Analysis at least every 5 years and this process formally commenced in April 2010.

As it applies to this Comparability Analysis, the below definitions are used.

1. **Comparable**

Alike, approximate, close, commensurable, much the same, resembling

Example: An elephant is **comparable** in size to a double-decker bus.

2. Similar

Analogous, companion, corresponding, equivalent, identical, related, same, synonymous

Resembling in all respects; alike though not identical. Similar implies the possibility of being mistaken for each other.

3. Salary (salaries)

Payment for work done, and for the purpose of this policy, is interchangeable with “compensation”, “pay”, and “wage”.

4. Working Conditions

According to the National Education Association, “working conditions” are defined as:

- The physical features of buildings, equipment, and resources
- The organizational structures that define formal positions and relationship with others, such as lines of authority, workload, autonomy, and supervisory arrangements
- The sociological features that shape how employees experience their work, including their roles, status, and the characteristics of their customers, colleagues, and peers
- The political features of their organization, such as whether employees have decision-making authority
- The cultural features of the organization, such as values, traditions, and norms
- The psychological features of the environment, such as opportunities for learning and growth

5. Benefits

Employee benefits typically include the following:

- Medical, dental, and vision plans
- Health and dependent care flexible spending accounts
- Retirement benefit plans such as pension plans (401k, 403b, defined benefit)
- Group term life insurance and disability insurance
- Supplemental (and individualized) insurance products such as Long term care, etc.
- Child care benefits

- Transportation benefits
- Employee discounts (theme parks, movies, etc.)
- Wellness programs
- Discounted shopping (i.e.: rental car, hotels, resorts, etc.)
- Relocation assistance
- Paid Time Off including Holidays, Vacation and Sick Leave
- Educational reimbursement

6. Self-Supporting

The act or capacity of supporting oneself, especially financially, without the help of others.

7. Working Conditions

Cal Poly Pomona Foundation is located within the Cal Poly Pomona University environment. As such, it is presumed the basic “working conditions” are comparable between Foundation and University.

Appendix A

References:

California Education Code Excerpts

89900. (c) The operation of auxiliary organizations shall be conducted in conformity with regulations established by the trustees. The regulations shall include provisions requiring the governing board of each auxiliary organization to provide salaries, working conditions, and benefits for the full-time employees of each auxiliary organization that are comparable to those provided California State University employees performing similar services. However, the regulations may permit retirement benefits or permanent status benefits, or both, to be withheld from temporary and executive employees of each auxiliary organization. In addition, the regulations may exempt from the requirement of providing retirement benefits any auxiliary organization that is funded primarily by mandatory student fees collected by the trustees. For the purposes of this subdivision, a temporary employee is (a) an employee employed for a research project, workshop, institute, or other special project funded by any grant, contract or gift; or (b) an employee whose contract of employment is for a fixed term not exceeding three years. For the purposes of this subdivision, an executive employee is any management employee with responsibility for the development and execution of auxiliary organization policy and includes, but is not limited to, general managers, business managers, directors, and the like. For purposes of this subdivision, "full-time employee" means a person who is employed in a permanent position for 40 hours per week or for the required number of hours of a particular work shift, whichever is the lesser. Persons employed on a temporary, intermittent, irregular time base, or on a limited term basis are not "full-time employees," unless those employees are engaged on a continuing 10-month or academic year basis and are employed for 40 hours per week or for the required number of hours of a particular work shift, whichever is the lesser. For those full-time employees whose duties are not comparable to classes in California State University employment, the salaries established shall be at least equal to the salaries prevailing in other educational institutions in the area or commercial operations of like nature. This requirement shall apply to full-time employees of auxiliary organizations even if there are no California State University employees performing similar services.

(d) Retirement benefits may be provided by other than the Public Employees' Retirement System. A contract for participation in the Public Employees' Retirement System in accordance with the terms and conditions of the Public Employees' Retirement Law shall be deemed to satisfy fully the requirements of subdivision (c) with respect to retirement.

89905. Operations of commercial services on a campus of the California State University, such as a food service or bookstore, or any commercial services that may be provided in a state university union, shall, when operated by an auxiliary organization, be self-supporting.

Job Description	CSU Position	Local Operation or AOA	Fdn Grade	Low (Fdn)	High (Fdn)	Class Code	CSU Monthly		Local Operation or AOA Monthly		Degree of Match	Salary Range Comparable?
							Low	Hi	Low	Hi		
Accounts Specialist	Yes		5	\$2,171.82	\$3,121.67	1733	\$2,336	\$3,609			80%	Yes
Accounts Specialist II	Yes		6	\$2,291.42	\$3,638.20	1733	\$2,336	\$3,609			80%	Yes
Accounts Specialist III	Yes		7	\$2,521.95	\$4,012.59	1730	\$2,710	\$4,189			80%	Yes
Administrative Assistant I Coordinator	Yes		8	\$3,126.87	\$4,737.11	1036 / 1	\$2,740	\$4,518			80%	Yes
Administrative Assistant II	Yes		10	\$3,637.83	\$5,828.33	1035	\$3,115	\$4,817			110%	Yes
Administrative Assistant II	Yes		9	\$3,254.33	\$5,176.17	1036 / 2	\$3,248	\$5,018			90%	Yes
Program Administrator	Yes		11	\$3,741.83	\$6,504.33	1038	\$3,897	\$6,022			90%	Yes
Administrative Assistant III	Yes		10	\$3,637.83	\$5,828.33	1036 / 3	\$3,911	\$6,042			80%	Yes
Assistant Director Resident Education	Yes		10	\$3,637.83	\$5,828.33	3084	\$4,002	\$5,701			70%	Yes
Senior Accountant	Yes		12	\$4,248.83	\$7,392.67	4555	\$4,161	\$6,858			100%	Yes
Administrative Assistant IV	Yes		11	\$3,741.83	\$6,504.33	1036 / 4	\$4,923	\$8,171			80%	Yes
Program Manager	Yes		14	\$6,248.67	\$10,625.33	1038	\$5,908	\$9,805			110%	Yes
Project Director		Yes	13	\$4,758.00	\$8,278.83	1307			\$3,724.17	\$8,810.83	90%	Yes
Food Preparer		Yes	2	\$1,781.83	\$2,308.76	1123			\$1,417.00	\$3,308.15	90%	Yes
Cook I		Yes	2	\$1,781.83	\$2,308.76	1120			\$1,511.47	\$4,852.32	95%	Yes
Cook II		Yes	3	\$1,981.16	\$2,573.95	1120			\$1,511.47	\$4,852.32	95%	Yes
Cook III		Yes	4	\$2,130.23	\$2,775.01	1120			\$1,511.47	\$4,852.32	95%	Yes
Cook IV		Yes	6	\$2,291.42	\$3,638.20	1120			\$1,511.47	\$4,852.32	95%	Yes
Cook V		Yes	7	\$2,521.95	\$4,012.59	1120			\$1,511.47	\$4,852.32	95%	Yes
Facility Worker I		Yes	5	\$2,171.82	\$3,121.67	823			\$1,794.87	\$3,374.64	80%	Yes
HVAC Technician		Yes	10	\$3,637.83	\$5,828.33	821			\$3,345.21	\$6,131.25	80%	Yes
Facility Worker II		Yes	6	\$2,291.42	\$3,638.20	820			\$2,201.07	\$4,773.38	80%	Yes
Facilities Manager		Yes	11	\$3,741.83	\$6,504.33	801			\$4,253.18	\$8,010.86	80%	Yes
Shipping & Receiving Supervisor		Yes	8	\$3,126.87	\$4,737.11	722			\$2,008.33	\$4,488.89	90%	Yes
Office Support		Yes	6	\$2,291.42	\$3,638.20	520			\$2,267.20	\$5,029.26	80%	Yes
General Office Supt		Yes	7	\$2,521.95	\$4,012.59	520			\$2,267.20	\$5,029.26	80%	Yes
Executive Assistant		Yes	12	\$4,248.83	\$7,392.67	501			\$3,472.56	\$5,586.25	100%	Yes
HR Generalist I		Yes	9	\$3,254.33	\$5,176.17	410			\$3,211.78	\$5,713.42	90%	Yes
Information Technology Specialist		Yes	8	\$3,126.87	\$4,737.11	320			\$1,747.63	\$6,057.22	90%	Yes
Technical Support		Yes	8	\$3,126.87	\$4,737.11	320			\$1,747.63	\$6,057.22	90%	Yes
Systems Analyst		Yes	11	\$3,741.83	\$6,504.33	310			\$4,336.02	\$8,665.50	90%	Yes
Payroll Technician		Yes	8	\$3,126.87	\$4,737.11	224			\$2,550.60	\$5,118.55	100%	Yes
Accounts Specialist Lead		Yes	8	\$3,126.87	\$4,737.11	211			\$2,999.68	\$6,486.86	90%	Yes
General Accountant		Yes	10	\$3,637.83	\$5,828.33	211			\$2,999.68	\$6,486.86	80%	Yes
Receiving-Distribution Clerk		Yes	6	\$2,291.42	\$3,638.20	Salary.com			\$1,806.00	\$2,700.83	75%	Yes
Catering Supervisor		Yes	7	\$2,521.95	\$4,012.59	Salary.com			\$2,218.08	\$4,207.25	85%	Yes
Food/BevMgr		Yes	10	\$3,637.83	\$5,828.33	Salary.com			\$2,559.17	\$6,994.58	80%	Yes
Executive Chef		Yes	12	\$4,248.83	\$7,392.67	Salary.com			\$4,901.33	\$11,324.67	80%	Yes
General Business Manager		Yes	12	\$4,248.83	\$7,392.67	Salary.com			\$4,866.75	\$7,604.17	70%	Yes
Sous Chef		Yes	9	\$3,254.33	\$5,176.17	Salary.com			\$2,181.83	\$6,485.42	80%	Yes
Sr. Payroll Technician		Yes	9	\$3,254.33	\$5,176.17	Salary.com			\$3,462.17	\$6,214.00	80%	Yes
Real Estate Manager		Yes	11	\$3,741.83	\$6,504.33	Salary.com			\$5,432.17	\$9,921.42	75%	Yes
Chief Financial Officer		Yes	15	\$7,373.17	\$13,140.83	Salary.com			\$9,385.50	\$21,591.17	75%	Yes
Real Estate Director		Yes	15	\$7,373.17	\$13,140.83	Salary.com			\$8,253.58	\$16,958.92	75%	Yes
Merchandise Coordinator		N/A	6	\$2,291.42	\$3,638.20	N/A					80%	N/A
Baker (for Subway)		N/A	2	\$1,781.83	\$2,308.76	N/A					N/A	N/A
Breaks Attendant		N/A	2	\$1,781.83	\$2,308.76	N/A					N/A	N/A
Off Campus Cater Coordinator		N/A	6	\$2,291.42	\$3,638.20	N/A					N/A	N/A
Assignment Coordinator		N/A	7	\$2,521.95	\$4,012.59	N/A					N/A	N/A

Conference Facilities Supervisor		N/A	7	\$2,521.95	\$4,012.59	N/A					N/A	N/A
Area Director	N/A	N/A	8	\$3,126.87	\$4,737.11	N/A					N/A	N/A
Academic Program Coordinator	N/A	N/A	11	\$3,741.83	\$6,504.33	N/A					N/A	N/A
Sr. Food/BevMgr		N/A	12	\$4,248.83	\$7,392.67	N/A					N/A	N/A
Business Manager		Yes	13	\$4,758.00	\$8,278.83	1307			\$3,724.17	\$8,810.83	90%	Yes
Director - CPELI		Yes	14	\$6,248.67	\$10,625.33	1307			\$4,026.82	\$13,277.65	70%	Yes
Dishwasher		Yes	2	\$1,781.83	\$2,308.76	1123			\$1,417.00	\$3,308.15	90%	Yes
Kitchen Supervisor		Yes	8	\$3,126.87	\$4,737.11	1123			\$1,417.00	\$3,308.15	90%	Yes
Shift Leader		Yes	5	\$2,171.82	\$3,121.67	1122			\$1,794.87	\$4,817.80	90%	Yes
Baker/Pastry Chef		Yes	4	\$2,130.23	\$2,775.01	1121			\$2,031.03	\$3,601.00	95%	Yes
Activities Coordinator		Yes	7	\$2,521.95	\$4,012.59	922			\$2,725.00	\$4,600.53	100%	Yes
Maintenance Worker		Yes	5	\$2,171.82	\$3,121.67	820			\$2,201.07	\$4,773.38	90%	Yes
Maintenance Worker Lead		Yes	8	\$3,126.87	\$4,737.11	820			\$2,201.07	\$4,773.38	90%	Yes
Merchandise Retail Clerk		Yes	5	\$2,171.82	\$3,121.67	720			\$1,271.67	\$3,214.32	90%	Yes
Retail Buyer		Yes	8	\$3,126.87	\$4,737.11	716			\$2,739.53	\$5,504.50	90%	Yes
Operations Manager		Yes	10	\$3,637.83	\$5,828.33	715			\$3,468.38	\$6,041.87	90%	Yes
Retail Manager		Yes	10	\$3,637.83	\$5,828.33	715			\$3,468.38	\$6,041.87	90%	Yes
Retail Sales Supervisor		Yes	10	\$3,637.83	\$5,828.33	714			\$2,861.25	\$4,919.17	80%	Yes
Grants Specialist		Yes	8	\$3,126.87	\$4,737.11	618			\$3,077.71	\$5,972.20	90%	Yes
Conference Assistant		Yes	6	\$2,291.42	\$3,638.20	521			\$1,794.87	\$3,778.67	80%	Yes
HR Generalist II		Yes	11	\$3,741.83	\$6,504.33	410			\$3,211.78	\$5,713.42	80%	Yes
Webmaster		Yes	12	\$4,248.83	\$7,392.67	312			\$2,078.27	\$6,385.95	90%	Yes
Vault Cashier		Yes	7	\$2,521.95	\$4,012.59	221			\$2,327.15	\$6,036.15	100%	Yes
Fin_Sys_Accountant		Yes	10	\$3,637.83	\$5,828.33	213			\$3,634.06	\$6,938.30	80%	Yes
Assistant Director		Yes	12	\$4,248.83	\$7,392.67	103			\$4,026.82	\$13,277.65	90%	Yes
Director		Yes	14	\$6,248.67	\$10,625.33	102			\$5,223.28	\$14,155.47	80%	Yes
Executive Director		Yes	16	\$10,272.17	\$17,979.00	101			\$5,699.79	\$15,422.23	100%	Yes
Notes												
1. Salary is generally comparable if the overlap is at least 50% on either the high end or low end.												
2. "N/A" indicates there were no readily identifiable similar positions in the region in which to compare our positions where useful comparisons could be made.												
3. "Degree of Match" indicates how closely the Foundation position matches the position for which it was compared, based on job duties.												
4. Salary data was taken from the latest AOA survey in 2010 and has been "aged" by 9%.												

CPP Foundation

Health Insurance Options

EPO Plan

Kaiser

Kaiser with Deductible

Prescription Drugs all Plans

Dental PPO Network / HMO (CIGNA)

Vision Plan

Other Insurance Options

Group Life Insurance/AD&D

Short Term Disability

Long Term Disability

Paid Time Off

Vacation

Sick Leave

Bereavement

Paid Holidays

14 Paid Holidays

CPP University

Health Insurance Options

PPO (PERS Care or PERS Choice)

Kaiser

Blue Shield HMO

Prescription Drugs all Plans

Dental (Delta Dental)

Vision Plan

Other Insurance Options

Group Life Insurance/AD&D

Short Term Disability

Long Term Disability

Paid Time Off

Vacation

Sick Leave

Bereavement

Paid Holidays

14 Paid Holidays

CPP Foundation
Other Benefits

Flex Spending

Jury Duty

Education Reimbursement

Opt-Out Provision for Health Insurance
Plan sunsetted with grandfather provisions

Rideshare Incentives

Identity Theft / Fraud Protection

Retirement Benefits

Pension Plan's and Defrred Compensation Plan
Defined Benefit Plan - CalPERS
403(b) TSA
457(b) with Sick/Vacation Conversion

Retiree Dental Insurance

Retiree Health Insurance
Plan sunsetted with grandfather provisions

Other Employee Benefits

Computer Purchase Program

Flex Dollars Program

Vacation Conversion Plan for Medical Premiums

457(b) Longevity Pay Plan (New hires after 3-1-09)

CPP University
Other Benefits

Flex Spending

Jury Duty

Education Reimbursement

Opt-Out Provision for Health Insurance

Rideshare Incentives

Identity Theft / Fraud Protection

Retirement Benefits

Pension Plan's and Defrred Compensation Plan
Defined Benefit Plan - CalPERS
403(b) TSA
457(b)

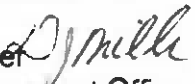
Retiree Dental Insurance

Retiree Health Insurance

Other Employee Benefits

-

Memorandum

Date: February 3, 2015
To: Personnel Committee
Cal Poly Pomona Foundation, Inc.
From: Dennis Miller 
Chief Employment Officer



Attachment: (1) Foundation Policy 209
(2) Affirmative Action Program – Part I
(3) Affirmative Action Utilization from 2014 and Goals for 2015 II
(4) EEO-1 Category Descriptions

Subject: **Affirmative Action Plan 2015**

Foundation has a longstanding history of taking steps in its employment practices toward meeting requirements in equal employment and affirmative action initiatives. Foundation Policy No. 209, titled "Nondiscrimination and Affirmative Action in Employment" highlights the need to have a programmatic approach toward ensuring equal employment outcomes by creating, maintaining, and executing an Affirmative Action Plan.

In support of Policy 209, the Affirmative Action Program and its Workbook including utilization statistics from 2014 and goals for 2015 have been reviewed and updated.

Proposed Action


The following Resolution is recommended for approval:

RESOLVED, that the Personnel Committee of the Cal Poly Pomona Foundation, Inc. recommends to the Board of Directors for approval the following:

That the members of the Personnel Committee have reviewed and approved the Affirmative Action Plan to be presented at the next regularly scheduled Board meeting.

Approved and Adopted this 3rd Day of February 2015.

By: _____


Dr. Steven N. Garcia, Chair
Personnel Committee

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Nondiscrimination and Affirmative Action in Employment	Policy No.	209
		Old No.:	1980-1; 1982-1 1982-2; 1982-3
Reference:	1972-4, 136-II-A, 151-II-A, 152-II-C 228-II-C, 229-II-C, 303-II-B, 345-III-C	Date:	02/01/80
		Revision:	12/10/81; 03/28/91, 06/19/01, 01/01/11

I. BACKGROUND AND PURPOSE

- A. The Foundation has a commitment to support and assist the educational mission of the California Polytechnic State University, Pomona and the laws of California and the United States which guarantee equal employment opportunity to all individuals. This commitment requires the Foundation and each of its departments, offices, and operations to treat all employees equally without regard to race, color, ancestry, religion, national origin, sex, gender, sexual preference, marital status, pregnancy, age, mental or physical handicap, medical condition, veteran, disabled veteran or Vietnam era veteran's status, or any other protected status as defined by current laws. The Foundation will make positive efforts to increase the employment and advancement opportunities for women, members of minority groups, the disabled, disabled veterans and veterans of the Vietnam era, by establishing policies and procedures that works toward the employment of a workforce that reflects the diverse society served by the organization.

For this reason, the Board of Directors of the Cal Poly Pomona Foundation adopts the following Policy on Nondiscrimination and Affirmative Action in Employment.

The Board of Directors adopted a basic policy and program statement concerning nondiscrimination and affirmative action in employment in February 1980. This policy was amended on December 10, 1981 and again on March 28, 1991. Additionally, the Affirmative Action Plan, as published and posted on Foundation's website, is the action plan regarding this Policy,

II. BASIS FOR POLICY

- A. This policy is intended to conform to the requirements of the Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX Educational Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1972; Sections 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; Equal Pay Act of 1963 as amended; Age Discrimination Acts of 1967 and 1978 and other applicable Federal and State laws and regulations.

III. POLICY

- A. The Foundation, through responsible managers and supervisors, shall undertake a program of affirmative action to further the principles of equal employment as delineated below, and as further outlined in the Affirmative Action Plan and its Workbook:
1. Recruit, hire, upgrade, train and promote in all job titles and occupational categories without regard to any protected status such as race, color, ancestry, religion, national origin, sex, gender, sexual preference, marital status, pregnancy, age, mental or physical handicap, medical condition, disabled veteran or Vietnam era veteran's status.
 2. Ensure that other personnel actions such as compensation, benefits, layoffs, return from layoffs, Foundation sponsored training, educational reimbursement, social and recreation programs are administered without regard to any protected status
 3. Identify and eliminate employment requirements and practices (such as unrealistic qualification standards or invalid pre-employment tests) which have an adverse impact on employment of women, minorities and others protected by EEO legislation and which do not have a clearly established relationship with job performance.
 4. Base employment decisions on the principles of equal employment opportunity including merit and valid job qualifications to enable qualified minority group members, women, disabled veterans and veterans of the Vietnam era, and other disabled persons to be introduced and maintained into the Foundation workforce.
 5. Initiate special recruitment efforts with minority, women, disabled, and veterans or Vietnam era veteran's organizations to attract qualified individuals from these groups for Foundation positions.
 6. Establish goals and timetables to achieve a representation of minorities and women in the Foundation workforce that reasonably approximates the percentage of these groups which are available within the appropriate recruitment areas for specific occupational categories.

IV. DISSEMINATION OF POLICY

- A. This Affirmative Action Policy and the Affirmative Action Plan will be disseminated externally and internally to effectively communicate its intent to the Foundation management staff and employees, recruiting sources and the general public. Policy dissemination shall occur in accordance with the Affirmative Action Plan.

V. RESPONSIBILITY FOR IMPLEMENTATION

- A. The Foundation Board of Directors has delegated the overall responsibility for the implementation of the affirmative action program to the Executive Director. The Executive Director has established an Affirmative Action Plan and the implementation plans are outlined in that Plan.
- B. The Foundation Employment Services Director will serve as Affirmative Action Facilitator and will provide counseling to managers, supervisors and employees in EEO matters, ensure compliance with EEO regulations and monitor progress in meeting affirmative action goals and timetables, as outlined in the Affirmative Action Plan.
 - 2. Periodic Reports
 - a. The Affirmative Action Facilitator will establish a reporting system which will include the following elements:
 - (1) Progress that is being made in respect to the achievement of affirmative action goals within each organizational unit.
 - (2) Discussions with department heads regarding any problems relating to the implementation of the Affirmative Action Plan such as disparate impact on minority and women candidates as related to promotion patterns, rejection, ratios, etc.

VII. EMPLOYER STATUS

- A. It is a policy of the Foundation that all qualified employees receive full and equal consideration for promotion, transfer and upgrading. It is a Foundation objective to promote the best qualified employee without regard to any protected status such as race, color, ancestry, religion, national origin, sex, gender, sexual preference, marital status, pregnancy, age, mental or physical handicap, medical condition, disabled veteran or Vietnam era veteran's status
- B. Any work force reductions and the recall of employees after such reductions will be applied without discrimination related to any protected status such as race, religion, color, sex, gender, age or national origin, etc.
- C. All employees will be compensated on the principle of equal pay for equal work performed and the amount of compensation for any specific job will be based on standards in the industry, the nature of the work performed and the qualifications and experience of the employee.

CAL POLY POMONA FOUNDATION, INC.
POLICY
ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)
Revised January 1, 2011

The Foundation does not discriminate against any person in the employment relationship or the pre or post employment process. It is the policy of the Foundation to ensure that all applicants are considered for employment, and employees are treated equally during recruitment and employment, without regard to race, religious creed, color, national origin ancestry, physical handicap, medical condition, martial status, sexual orientation, sex, gender, age, or status as special disabled or Vietnam era veterans, or any other protected status according to law. Management and supervisory personnel (and their designated representatives) have the primary responsibility for enforcement of this policy and will ensure that all persons capable and qualified to perform the work required will receive fair and equal treatment in selection, hiring, discharge, promotion, pay or other conditions of employment. Commitment to the principle and practice of voluntary affirmative action is, and will remain, a priority at Cal Poly Pomona Foundation, Inc.

Foundation's Affirmative Action Plan and associated Workbook are available for review on Foundation's website.

If you have concerns or questions regarding the policy or regulations, you should contact your supervisor or the Foundation EEO Officer at (909) 869-2958.

G. Paul Storey
Executive Director
Cal Poly Pomona Foundation, Inc.

Date: January 1, 2011

CAL POLY POMONA FOUNDATION, INC.

AFFIRMATIVE ACTION PROGRAM

PART I

AFFIRMATIVE ACTION PLAN

AN EQUAL OPPORTUNITY EMPLOYER

Last Revision February 2015

INTRODUCTION

As an equal opportunity, affirmative action employer, we believe it is critical to utilize our human resources to the fullest extent. Equal employment opportunity is not only our moral obligation, it is also fundamental to sound business practices.

The Affirmative Action Program is comprised of two parts: the Affirmative Action Plan and the Affirmative Action Workbook.

This section serves as the Affirmative Action Plan which describes our policies, procedures, guidelines and responsibilities as an equal opportunity and affirmative action employer. The information contained herein is reviewed annually and updated as needed.

Availability and workforce statistics, goals, personnel transactions, and affirmative action efforts are contained in the Affirmative Action Workbook. The workbook serves as a dynamic tool which provides management with updated information on a regular basis.

Our Affirmative Action Program involves each of us doing our part. Positive actions must be continuous to fulfill this commitment in all employment actions. The recruiting, hiring, training and promoting of individuals in all job classifications is to be made without regard to race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, sexual orientation, gender identity, gender expression, age, veteran status, or any other area specifically identified as protected by law.

The principals of equal employment opportunity will be applied to all employment based decisions and/or conditions of employment. We will monitor employment actions to ensure Foundation policy and objectives result in equal employment opportunity for all.

These affirmative action objectives and the overall program require the positive and constructive support of all employees. If you have questions or concerns, please contact the EEO Officer at Extension 2958.

Dennis Miller
Chief Employment Officer/ EEO Officer

G. Paul Storey
Executive Director

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- VI. GOALS ANALYSIS
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CAL POLY POMONA FOUNDATION, INC.

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

The Foundation does not discriminate unlawfully against any person in the employment relationship. It is Foundation policy to ensure all applicants are considered for employment, and that employees are treated during employment, without regard to race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, sexual orientation, gender identity, gender expression, age, status as special disabled or Vietnam era veterans, or any other area protected by law not specifically listed.

Management and supervisory personnel and their designated representatives have primary responsibility for enforcement of this policy and ensuring that no person, capable and qualified to perform the work required, is discriminated against in hiring, discharge, promotion, pay or other conditions of employment. Commitment to the principle and practice of voluntary affirmative action remains a priority at Cal Poly Pomona Foundation, Inc.

Our Affirmative Action Plan is available for review during normal business hours. This plan will be updated whenever appropriate and reaffirmed annually.

If you have concerns or questions regarding the policy or regulations, you should contact your supervisor or the Foundation EEO Officer at 869-2958.

G. Paul Storey
Executive Director

Date

I. PROGRAM PURPOSE AND DEFINITIONS

PURPOSE

The purpose of this Affirmative Action Program is two-fold: First, to assure voluntary compliance with the various government regulations and laws, and to take affirmative action to employ and advance in employment qualified minorities, women, veterans of the Vietnam era, handicapped individuals; and members of all groups cited in our Equal Employment Opportunity Policy or applicable federal and state regulations. Second, to maximize the use of all qualified applicants in our hiring and practices, and to ensure all employment decisions for existing employees are consistent with affirmative action policies and practices.

This program is designed and implemented to cover all protected classes. Any expression of gender within this program shall be interpreted as neutral and applies to both males and females. The word "minority" shall be understood to mean ethnic minorities, ethnic and/or religious groups, the handicapped, disabled and all protected veterans, and females and persons covered by age discrimination laws or other applicable federal and state regulations.

Equal Opportunity is more than equal recruiting and selecting. It also encompasses promotions, transfers, equal wages and all other terms and conditions of employment. The Foundation's policies govern all actions between the employee/applicant and the Foundation and are administered as affirmative action documents.

To assist in a better understanding of the Affirmative Action Program, definitions of equal employment opportunity/affirmative action terms are listed.

DEFINITIONS

Adverse Impact

A substantially different rate of selection in hiring, promotion or other employment decision that works to the disadvantage of members of a racial, sex or ethnic group. If the selection rate for a group is at least 80% of the rate for the group with the highest rate of selection, there is probably no adverse impact. However, a smaller difference may be evidence of adverse impact.

Affirmative Action (AA)

Specific action taken to eliminate the present effects of past discrimination.

Affirmative Action Program (AAP)

A set of specific and result-oriented policies and procedures to which an employer commits itself to apply every good faith effort. The objective of those procedures and such efforts is equal employment opportunity.

Age Discrimination in Employment Act (ADEA)

The ADEA is a federal law which makes it unlawful for employers to discriminate on the basis of age against employees or applicants for employment who are 40 or older.

Applicant Flow

The number or percentage of job candidates by gender and race considered by an organization when a job opens.

Bona Fide Occupational Qualification (BFOQ)

Title VII allows employers to choose workers based on gender if it is necessary to have an employee with a specific gender for a given job. The EEOC interprets this very narrowly, stating it applies to hiring a male if you need a male model or a bass singer; or a female if you need a soprano or a model for women's clothes. Equally, a teacher in a religious educational institution may be selected over other applicants based on their specific religion if theology is the subject. But BFOQ is not allowed as a defense for hiring on the basis of stereotypes - i.e., you can't insist on a man for a heavy lifting job because you assume only men have the capacity to do heavy lifting. Generally, BFOQ holds up only when the job requires that a worker use physical characteristics related to one sex such as body shape or voice timbre.

Charging Party

The individual who charges that he or she has been discriminated against. May also be called Complainant, Plaintiff, Grievant, or Aggrieved Person.

Civil Rights Act of 1964

Overall, this Act outlaws discrimination against women and minorities in employment, voting, public accommodations, public education, the use of public facilities, etc. The main point of interest in the Civil Rights Act germane to our policy is the section which deals with discrimination in employment. In its original 1964 version, the Act outlawed discrimination on the part of employers in private industry with 50 or more employees, employment agencies, and labor unions. The Act created the Equal Employment Opportunity Commission (EEOC) to enforce nondiscrimination in employment. In 1972, the Civil Rights Act was amended to include private employers with 15 or more employees, state and local governments, and political subdivisions. The amendments (see EEO Act of 1972) also prohibit discrimination in federal employment with enforcement authority given to the Civil Service Commission, and creates a central coordinating body between the EEOC, Civil Service Commission, and other federal agencies enforcing nondiscrimination under other regulations.

Compliance Agency

Any federal, state or local government agency which administers or enforces equal employment opportunity/affirmative action laws.

Compliance Review

A routine review of an employer's employment practices, by an agency having jurisdiction.

Conciliation

An attempt to settle a discrimination complaint through agreement of both parties. Required of the EEOC by Title VII, after a finding of reasonable cause to believe there is discrimination.

Conciliation Agreement

A written agreement between an employer and the compliance agency that details specific employer commitments to resolve identified compliance deficiencies which are set forth in the agreement.

Department of Fair Employment and Housing (DFEH)

California compliance agency created to enforce non-discrimination regulations.

Disadvantaged Business Enterprise

The Federal Acquisition Regulations includes the following groups as disadvantaged: Black Americans, Hispanic Americans, Native Americans (American Indians, Eskimos, Aleuts and Native Hawaiians), Asian-Pacific Americans, and Asian-Indian Americans.

Discrimination

In general, a failure to treat all equally, whether unintentional or otherwise. In EEO law, any employment practice that has or tends to have a disparate impact on one or more individuals may be considered discriminatory.

Disparate Impact

Disparate Impact occurs when a selection criterion which appears to be neutral works to the disadvantage of one gender or the other, or a particular racial or ethnic group.

Disparate Treatment

Disparate treatment occurs where members of a race, sex, or ethnic group have been denied the same employment, promotion, membership, or other opportunities as have been available to other employees or applicants.

Employment Practice

Any test, procedure or practice used as a basis for any employment decision.

Equal Employment Opportunity (EEO)

The right of all persons to be accorded full and equal consideration for employment, retention, or advancement on the basis of merit.

Equal Employment Opportunity Commission (EEOC)

The Federal Agency created by the Civil Rights Act of 1964 to enforce Title VII of that Act.

Executive Order

A declaration of policy by the U.S. President or a State Chief Executive.

Executive Order 11246

Issued by President Johnson in 1965, this is a Presidential order rather than a law. It states employers with government contracts or subcontracts may not discriminate on the basis of race, color, religion, or national origin. Sex was omitted in this order, but added by E.O. 11375.

Goals

Employment objectives an employer sets for ethnic and/or sex classes that have been underutilized. Goals are not quotas. When applicable, goals in the Foundation's Affirmative Action Program Workbook are defined as realistic objectives which we work to achieve on a timely basis within the context of the employment system.

Guidelines

Documents published by contracting agencies to clarify provisions of a law or regulation or to indicate the agency's interpretation of a law or regulation.

Hiring Committee

A hiring committee, sometimes referred to as a "search committee", is a group of existing employees designed to assist the hiring supervisor / manager in the selection of the most suitable applicant to fill a vacancy of those applicants considered qualified. When used, the hiring committee will consist of at least three members, and ideally, five to seven members will serve on a hiring committee. Hiring committees may include both Foundation and University employees based on the nature of the position. While hiring committees are the preferred method for selecting the best overall applicant, they are not *required* to be utilized. While it is highly recommended the hiring supervisor accept the recommendation of the hiring committee when making its decision to hire an applicant, the final selection decision rests with the respective hiring supervisor.

Minority Business Enterprise (MBE)

Created under Executive Order 11625 to endorse minority business participation in federal contracting and procurement. An MBE is defined as a firm 51% owned and/or controlled by minority persons.

Minority Definitions

- Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Viet Nam, Samoa, and India.
- American Indian or Alaska Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Office of Federal Contract Compliance Programs (OFCCP)

OFCCP was created by the Secretary of Labor under Executive Order 11246 to administer that order and its implementing regulations.

Parity

Having the workforce in balance with either the population of the recruiting area or the labor force of the recruiting area by race and sex.

Preferential Treatment

In employment practices, favorable treatment given to one group for non-job-related factors. Preferential treatment is illegal unless pursuant to court order.

Protected Class/Group

Another term for disadvantaged workers. Literally, it means those workers who are "protected" by the laws against discrimination.

Quota

A ceiling of the maximum number of people who will be allowed to participate in a program or enter a given job. A quota is designed to exclude people.

Systemic Discrimination

Employment policies or practices which, though often neutral on their face, serve to differentiate or perpetuate a differentiation in terms of conditions of employment of applicants or employees because of their race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age, or protected veteran status. Intent to discriminate may or may not be involved.

Upward Mobility

Normally refers to a policy and program to ensure that an organizational structure allows for advancement avenues from the bottom to the top of the organization.

Utilization Analysis

A study of a contractor's female and minority workforce within each job category to determine whether females and minorities are adequately employed as might be expected by their availability.

Validation

A procedure which demonstrates that employment selection devices are predictive of job performance in the particular jobs for which they are used.

Vietnam Era Veterans Readjustment Assistance Act of 1974

This law requires federal employers to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

Vocational Rehabilitation Act of 1973

This law requires federal employers to take affirmative action to employ and advance in employment physically and mentally handicapped individuals who are otherwise capable of work.

Women's Business Enterprise (WBE OR FBE)

Created under Executive Order 12138 to endorse women's business participation in federal contracting and procurement, a firm 51% owned and/or controlled by women.

Word of Mouth Recruitment

The practice where an employer relies exclusively on notifying present employees of openings and letting the employees tell their friends and families about opportunities with the firm. When the workforce is not at parity, this type of recruitment will result in disparate effects.

II. DISSIMINATION OF POLICY

A. General

The Foundation directly complies with the requirements of external and internal dissemination of our policy to employment sources, suppliers and to employees as outlined in the regulations, and indirectly through the University. Efforts will continue to communicate not only our policy but our aggressive promotion of its concepts as well.

B. Specific Plan - External

1. Annually inform recruiting sources in writing of the company policy, stipulating that they recruit and refer minorities, women, veterans and the handicapped for all openings listed.
2. Notify in writing minority and women's organizations, community agencies and the referral sources of Foundation policy. When openings are available, job announcements are mailed to recruiting sources, and they are actively encouraged to refer applicants. Ensure the University posts our announcements with theirs.
3. Include the equal employment opportunity clause in all purchase orders, lease agreements, and subcontracts and notify company suppliers and subcontractors regularly in writing of our EEO policy and commitment.
4. Participate, as appropriate, in job fairs sponsored by minority, women's, handicapped and veteran organizations.
5. Meet with representatives from local, state and federal agencies who are associated with affirmative action objectives to communicate our policy and enlist their assistance in achieving our goals.
6. Include the words "An Equal Opportunity Employer" on all job announcements.

C. Specific Plan - Internal

1. Distribute copies of the program to managers throughout the Foundation with the request that they communicate this information to all employees.
2. Distribute policy statements and discuss EEO policy during new employee orientation meetings.
3. Post policy statement on website and local bulletin boards.

4. Hold periodic meetings with management and supervisory personnel to assure compliance with out EEO policy and to discuss AAP progress, and to identify problems and formulate effective solutions.
5. Hold regularly scheduled company EEO/AA management meetings for the purpose of reviewing compliance and accomplishments under the Affirmative Action Program.
6. Discuss with unit Director's the overall commitment to equal employment at regularly scheduled Director meetings.

III. RESPONSIBILITY

A. Overall Responsibility

Overall accountability of the Affirmative Action Program rests with the Executive Director of Foundation. Management and supervisory personnel are responsible for the implementation of the Program in their respective areas. The Chief Employment Officer has been designated as the EEO Officer.

B. EEO Officer's Responsibilities

1. Develop and annually revise the Affirmative Action Program, policy statements, and external communication procedures.
2. Identify problem areas and causes within the Foundation.
3. Assist at all levels in arriving at effective solutions to problems.
4. Design, implement and conduct audit and reporting systems that will measure the Program's effectiveness, indicate a need for remedial action, and determine the degree to which goals and objectives have been met.
5. Serve as liaisons between the Foundation and minority, veterans, handicapped and women's organizations, and community action groups concerned with employment opportunities for minorities and females.
6. Periodically review compliance with required phases of Program, such as the displaying of posters and job orders.
7. Monitor Foundation employment policies and practices to help ensure equal employment opportunities.
8. Keep management informed of latest EEO developments, and the status of the Affirmative Action Program along with recommendations for improvement.
9. Provide career counseling of employees on request.

C. Supervisors' Responsibilities

All managers and supervisors are responsible for ensuring that the Affirmative Action Program is implemented and achieved in their unit. Supervisory responsibilities shall include:

1. Thorough understanding of the Affirmative Action Program and procedures through active participation in their areas of responsibility.

2. Assist in identifying within their unit the minority and female population as set forth in the Foundation's goals and objectives.
3. Assess unit progress in achieving affirmative action goals.
4. Periodic attendance at EEO meetings to learn of current developments, familiarization with new laws, regulations, court decisions and related matters which may have a direct bearing on daily activities.
5. Monitor job performance with a view toward identifying promotable minority and female employees.
6. Identify problem areas such as employee complaints, employee harassment and the need for employee training.
7. Communicate with the EEO Officer or Employment Services for assistance with these responsibilities.

IV. PROGRAM DEVELOPMENT, EXECUTION AND AUDIT PROCEDURES

Program Development

The employment policies and practices of Foundation are designed and implemented to ensure equal opportunity in recruiting, hiring, classifying, promoting, transferring, terminating, training and all other conditions of employment.

The Foundation develops and maintains minority, female, handicapped and veterans' recruitment records, maintains personnel transaction statistics and records, as they relate to compliance with federal, state and local laws.

Affirmative action steps require documentation. To this end, supervisors involved in the employment process should familiarize themselves with the employment transaction procedures and forms and provide appropriate documentation.

EMPLOYMENT SELECTION PROCEDURES

The following represent specific actions of the Affirmative Action Program:

A. Employment Qualifications

Position qualifications are evaluated at least annually for job-related skill requirements to assure that they are free of discriminatory barriers.

When a full time position becomes available, the requesting unit shall first check to see if there are any current department employees who are promotable, paying particular attention to employees who appear to be in a protected class, before filling the department requisition from an outside source. Among those to be considered for promotion are persons of the same job family as the requisition but in a lesser grade and persons of a different classification with the requisite skills, experience and/or education for the open position.

Positions not filled with existing Foundation employees require an external source to be utilized. Employment Services will screen for qualified candidates from the pool of applicants and the hiring supervisor will make the hiring decision. However, hiring supervisors and unit Director's are encouraged to use the "preferred" method of applicant selection, which uses a hiring committee to assist in selecting the best suitable candidate, consistent with this Affirmative Action Policy.

Employee Requisitions: An Employee Requisition is completed for each position opening not filled from within the department in which the opening occurred.

External Sources: If no qualified employees are identified internally, Employment Services will use external sources from which to recruit. All appropriate job openings are listed with the California Employment Development Department and through the University Human Resources / Diversity office, among other places.

B. Recruiting

Foundation's recruiting objectives revolve around finding the most suitable candidate to fill an open employment requisition. The recruiting of protected class persons is implemented through active communication of job openings and affirmative action commitments of the Foundation.

Employment Services identifies appropriate sources when external recruiting is required. The employee requisition will provide the information as to source and technique. Recruiting techniques which may be utilized are:

1. Advertising
 - a. Local advertising
 - For direct responses
 - For resumes
 - In support of special recruiting events, e.g., open house
 - For community relations purposes
 - b. Regional and national selected market advertising
 - For resumes
 - In support of interviewing trips
 - c. National magazine and journal advertising
 - For resumes
 - For indirect support of field interviewing trips
 - For public relations among selected audiences
 - d. Select audience advertising
 - e. Non-conventional advertising such as television, radio and billboards, as required to support special program needs.
2. Interviewing
 - a. Interviewing trips
 - b. College recruiting trips
 - c. Job fairs
 - d. Temporary recruiting offices
 - e. Convention recruiting
3. Placement Services
 - a. Employment services
 - Local
 - National or specialized
 - Affirmative Action
 - b. School placement services
 - Current graduating classes
 - Alumni
 - c. Government placement services
 - d. Minority and female associations/society placement services

- Civil rights groups
- Women's groups
- Business groups
- Professional groups
- Job banks
- e. Military/Veteran placement services
- f. Handicapped persons placement services

4. Special recruiting events

- a. Open House
- b. Facilities tour
- c. Foundation job fairs
- d. Career seminars
- e. Professional/business symposia
- f. Exhibits

C. Training

- a. Meetings with supervisors/employees on EEO/AA related topics are held periodically.
- b. Employees are encouraged to take advantage of the Foundation's educational assistance program.

D. Employee Counseling

As a key element of the Affirmative Action Program, the EEO Officer will provide counseling and information to those seeking assistance. Initial contact for these services can be made by either the individual employee or the employee's supervisor. The needs of the employee will be discussed, as well as programs and services both inside and outside the Foundation which can work toward meeting those needs.

If an employee has a work-related situation that is a concern or that interferes with the accomplishment of their work, they should discuss it with their immediate supervisor. The employee is encouraged to discuss the facts fully and frankly to give their supervisor an opportunity to understand the situation and respond to it. Often complaints or problems are due to misunderstandings and can be corrected by open communication. Most complaints can be resolved after a full discussion of the facts with the supervisor.

In cases where the employee and the supervisor are unable to correct the problem to the employee's satisfaction, and the employee wants to pursue it further, the EEO Officer may be contacted.

When an employee desires personal counseling or believes that conditions exist which prohibit discussing a problem situation with their supervisor, they may contact the EEO Officer or the Employment Services department (Extensions 2958).

If the problem remains, the EEO Officer will make a decision whether to refer the problem to the Executive Director. The Executive Director will serve as the final authority in these matters.

Foundation policy on nondiscrimination precludes supervisory employees from retaliation or discrimination against any employee because of their involvement in the process of dealing with EEO related problems.

E. Other

Performance evaluations for management and supervisory employees will include evaluation on the basis of their equal employment opportunity/affirmative action efforts and results.

F. Audit Procedures

In an effort to monitor Foundation progress toward meeting its affirmative action commitments, a regular audit of all employment transactions is completed. Transactions such as hires, terminations, demotions, promotions and layoffs are analyzed to show the effects upon protected classes.

V. AVAILABILITY ANALYSIS

An availability analysis is based upon comparisons of demographic statistics and the workforce for the organization. The availability percentages for each job group are meant to be targets for female and minority employment and are not to be interpreted as a quota.

The use of certain geographic areas and sources of statistics does not indicate our agreement that the geographic area is appropriate or that the sources of statistics are reliable or relevant. The use of such geographic areas and statistics is intended to have no significance outside the content of the Affirmative Action Program, although, of course, such statistics and geographic areas will be used in total good faith with respect to this affirmative action program.

The availability analysis is reviewed and updated regularly. The final availability figures are used in the goals analysis section of the Affirmative Action Workbook and provides a comparison of the current workforce composition with external availability.

The Affirmative Action Workbook contains the back-up documentation for the availability analysis. All sources of statistics for the availability analysis are compiled and presented to management in the workbook format.

VI. GOALS ANALYSIS

The percentages of internal female/minority populations are compared with the final availability for each job group calculated in the Availability Analysis Section of the Workbook. If the internal female/minority population is less than the availability percentages, then the female/minority population is said to be underutilized in that job group, and goals are formulated in voluntary compliance with governmental regulations and are not intended nor to be interpreted as an admission that the Foundation has, at any time, engaged in any prohibited discriminatory practices.

Unit managers and the EEO Officer calculate and set the utilization goals. If a job group is underutilized with respect to female/minority employees, the AAP then gives emphasis and direction toward affirmative action efforts. Unit managers are made aware of any underutilization of females/minorities within a job group, and are encouraged to act affirmatively with respect to personnel transactions occurring in the unit.

The Affirmative Action Workbook contains the goals analysis for all job groups.

VII. SEX DISCRIMINATION GUIDELINES

A. General

As part of the Foundation's continuing affirmative action efforts, the EEOC and other federal and state regulations, sex discrimination guidelines will be carried out to ensure the implementation of Executive Order 11246 as amended and Title VII for the promotion of equal opportunities for all persons employed or seeking employment without regard to sex. Throughout the Affirmative Action Program, actions equally apply to men and women in the workforce.

B. Recruitment and Advertisement

1. Recruiting of employees is for both sexes for all jobs, or stated differently, is gender neutral.
2. Sex preference is not expressed in help-wanted advertisements.

C. Job Policies and Practices

1. Employment policies expressly indicate that there will be no discrimination because of gender.
2. Both sexes have equal opportunity to all available jobs that they are qualified to perform.
3. Employment opportunities, wages, hours, conditions of employment and fringe benefits are the same for both sexes.
4. Appropriate physical facilities are provided to both sexes.
5. Retirement benefits are equal for both sexes.
6. In making specific assignments, job distinctions are neither recognized nor made between male and female.
7. Job classifications are not restricted by gender.

D. Affirmative Action

1. Affirmative Action will be taken to recruit females to apply for jobs where they have not previously applied.
2. Both sexes will have equal access to all training programs.
3. Continuous efforts will be made in monitoring job performance with a view toward identifying promotable female employees.
4. Maternity leave reinstatement policies will be maintained to help ensure compliance with all sex discrimination guidelines.

VIII. SEXUAL HARASSMENT GUIDELINES

It is illegal and against Foundation policy for any employee to sexually harass another employee by:

- making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a term or condition of an individual's employment, or
- making submission to or rejection of such conduct the basis for employment decisions affecting the individual, or
- unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment by such conduct.

It is against Foundation policy for any person to use their official authority in making sexual advances toward employees over whom the person is authorized to make or recommend personnel actions; to grant, recommend, or refuse to take personnel action because of sexual favors, or the lack thereof; and to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance.

It is also against Foundation policy for a manager or supervisor to allow any employee to be sexually harassed, either verbally or physically, by a co-worker. With respect to conduct between fellow employees, "an employer is responsible for acts of sexual harassment in the workplace where the employer knows or should have known of the conduct, unless it can show that immediate and appropriate corrective action was taken."

As an employer, Foundation may also be responsible for the acts of nonemployees, with respect to sexual harassment of employees in the workplace, "where the employer knows or should have known of the conduct and fails to take immediate and appropriate corrective action."

Any Foundation employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to their supervisor or the EEO Officer, or both. An investigation of all complaints will be initiated. Any supervisor, agent or other employee who has been found by the Foundation, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate sanctions depending on the circumstances, which may include termination of employment.

The Foundation recognizes the question of whether a particular action or incident is a purely personal, social relationship - without a discriminatory employment effect, and therefore those situations require a determination based on all the facts. Given the nature of this type of discrimination, Foundation recognizes also that false accusations of sexual harassment can have serious effects on innocent people. We trust that all employees of the Foundation will continue to act responsibly to establish a pleasant working environment free of discrimination. The Foundation encourages any employee to raise questions he or she may have regarding discrimination or affirmative action.

IX. RELIGIOUS, NATIONAL ORIGIN AND ANCESTRY GUIDELINES

A. Policy on Religion

The Foundation's Equal Employment Opportunity Policy expresses its commitment to prohibit discrimination based on religion against applicants for employment, and employees, in any of the following: hiring, discharge, promotion, pay or other conditions of employment. Efforts will be made to accommodate the religious observances and practices of an employee unless it is unreasonable to accommodate such practices and would result in an undue hardship on the conduct of business. The Foundation will consider such factors as: business necessity, financial costs and expenses and resulting personnel problems.

B. Policy on National Origin or Ancestry

It shall be against Foundation policy to discriminate because of an individual's place of origin or ancestry, or his or her ancestor's place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group or for any reason. It shall be against Foundation policy to deny equal employment opportunity on the basis of national origin or ancestry to applicants seeking employment, and in the treatment of employees, including but not limited to, hiring, discharge, promotion, pay or other conditions of employment.

All employees are entitled to an equal opportunity for advancement to positions of greater responsibility and authority based upon their skills and abilities.

It shall be against Foundation policy to engage in ethnic slurs or other verbal or physical conduct relating to an individual's religion or national origin, or any other reason, when this conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

It is also against Foundation policy for a supervisor or manager to permit any employee to be harassed on the basis of religion, national origin, or ancestry by any co-worker. The standard to be used is whether the supervisor knew or should have known of the harassment. The Foundation will take disciplinary action, up to and including termination for violation of this policy.

C. Scope

In accordance with the provisions of applicable federal and state regulations of the following guidelines of procedures and practices are effected.

1. Recruitment and Advertisement

- a. Applicants shall be recruited for all jobs without regard to religion, national origin or ancestry.
 - b. Advertisements for employment shall not express or imply a preference for members of any religious or ethnic group.
2. Job Policies and Practices
- a. Written personnel policies shall be administered so that no discrimination against employees shall exist on account of religion, national origin, or ancestry.
 - b. Employees of all religions, national origins and ancestry shall have an equal opportunity to available jobs for which they are qualified to perform.
 - c. No distinction based upon religion, national origin or ancestry shall be made in employment opportunities, wages, hours, or other conditions of employment.
 - d. Retirement benefits shall remain free from differences based on religion, national origin or ancestry.
 - e. Candidates for training programs will be considered and admitted without regard to religion, national origin or ancestry.
 - f. Every reasonable attempt will be made to accommodate the religious observances and practices of all employees or prospective employees unless the accommodations would levy an undue hardship on the conduct of the business.

D. Responsibility

All levels of management and supervision are charged with the responsibility of implementation and adherence to the guidelines set forth herein. The EEO Officer has responsibility for the administration of this policy.

X. AFFIRMATIVE ACTION PROGRAM FOR THE HANDICAPPED, SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

A. Policy

Employment with the Foundation is based on individual merit, qualifications and competence. It is our policy not to discriminate against special disabled veterans, veterans of the Vietnam era, nor the handicapped, in any employment practices, such as: hire, upgrading, promotion, demotion or transfer, recruitment and recruitment advertising, pay rates, or other forms of compensation, selection for training, lay- off or termination, and all other conditions affecting employees.

The Foundation is committed to take affirmative action to employ and advance in employment qualified individuals who are handicapped, special disabled or Vietnam era or other protected veterans. All jobs are open to those who meet the position requirements without being a hazard to themselves or others. In addition, where possible, facilities, equipment and job structure rearrangements will be made to accommodate the handicapped and special disabled veterans.

B. Affirmative Action Program

The Program defined and set forth in this document shall constitute the Affirmative Action Program for the handicapped and special disabled and Vietnam era and other protected veterans. The policy and procedures have the specific purpose of assuring that handicapped individuals, the special disabled and all protected veterans will not suffer discrimination in employment, and that responsibilities for accomplishing the Affirmative Action Program are assigned and results are monitored and evaluated.

C. General Responsibilities

The EEO Officer has responsibility for the establishment of an Affirmative Action Program for the handicapped, special disabled and Vietnam era and other protected veterans, and to evaluate the effectiveness of the Program, and report the status of the Program to management.

Employment Services is responsible for assuring that the responsibilities assigned to individuals and functions are carried out in conjunction with the Affirmative Action Program, and to assist management in the implementation of this program.

D. Specific Responsibilities

The specific responsibilities set forth below are not meant to be all inclusive; they may be modified as the needs of the Program change. The EEO Officer is responsible for coordinating these responsibilities.

1. Review and audit employment policies and practice to ensure equal opportunity for the handicapped or special disabled and Vietnam era and other protected veterans.
2. Incorporate the "Employment of the Handicapped," and "Affirmative Action for Special Disabled Veterans and Veterans of the Vietnam Era" (and subsequent language to protect other veterans) clauses in subcontracts and procurement documents as required by government regulations.
3. Provide assistance in making decisions for reasonable and necessary accommodations to the special needs of individuals who are handicapped or special disabled veterans, with particular attention to physical barriers, job or work structures and tool and equipment design. In determining the extent of accommodation, factors such as business necessity and financial cost and expense must be considered.
4. Monitor complaint procedures to assure that complaints affecting employees defined as handicapped, special disabled and Vietnam era veterans are handled in a manner that is responsive to the appropriate government regulations issued by the Department of Labor, and assist in the resolution of these complaints.
5. Review requisitions to assure that all qualification requirements are job related, are consistent with business necessity and safe performance on the job, and provide equal employment opportunities for the handicapped, special disabled and Vietnam era veterans.
6. Invite all employees and applicants who wish to be considered under the Affirmative Action Program for the handicapped, or special disabled and Vietnam era or other protected veterans to identify themselves and maintain confidential records.
7. Advise state employment service and other community organizations about our program and of openings on a regular basis, and establish a working relationship with organizations able to provide us with advice and technical assistance.
8. Assure that notices prescribed by the Federal Government and state agencies regarding employment of handicapped, and special disabled and Vietnam era veterans are posted.

E. Definitions

The following are definitions provided by the Department of Labor:

Special Disabled veteran: a veteran who is entitled to (1) compensation under laws administered by the Veterans Administration for disability (1) rated at 30 percent or more, (2) rated at 10 or 20 percent in the case of veteran who has been determined under

Section 1506 of Title 38, U.S.C., to have a serious employment handicap, or a person who was discharged or released from active duty because of a service-connected disability.

Handicapped individual: any person who (1) has a physical or mental impairment which substantially limits one or more such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment. For purposes of this part, a handicapped individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a handicap.

Qualified handicapped individual: a handicapped individual (as defined above) who is capable of performing a particular job, with reasonable accommodation to his or her handicap.

Qualified special disabled veteran means a special disabled veteran (as defined above) who is capable of performing a particular job, with reasonable accommodation to his or her disability.

Veteran of the Vietnam Era means a person who: (1) Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964, and May 7, 1975, in all other cases; or (2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964, and May 7, 1975, in all other cases.

Other protected veteran means a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense

Accessibility: a handicapped/disabled individual's ability to approach, enter and use a contractor's facilities easily, particularly such areas as personnel office, worksite, and public areas.

Reasonable Accommodation: alterations, adjustments or changes in the job, the workplace and/or term of condition of employment which will enable an otherwise qualified handicapped individual or special disabled veteran to perform a particular job successfully, as determined on a case by case basis depending on the individual circumstances.

F. Guidance for Implementation

In addition to general requirements for affirmative action for the handicapped, special disabled and Vietnam era veterans, key areas for consideration are outreach, recruitment and accommodation. Outreach and recruiting actions should focus upon activities which will achieve positive results. The basic principle of accommodation requires the Foundation to make reasonable changes in its practices to enable qualified, handicapped

persons and special disabled veterans to fill jobs that they would otherwise be unable to fill. Should assistance be needed for assessing and determining the changes required to accommodate a specific handicapped person or special disabled veteran, contact the EEO Officer for assistance and advice. Generally, the types of changes to be made are:

1. Improvement of access to the buildings, including facilities such as employment office, restrooms and cafeteria.
2. Restructuring the job by changing its content and/or revising the equipment necessary for functioning on the job.

Reasonable accommodation obligations balance business necessity and costs with the need to overcome the exclusion of the handicapped and special disabled veterans from employment opportunities. Normally, accommodation changes for improving access and job restructuring or equipment changes would not be considered unreasonable unless it can be shown that such action would result in a bona fide hardship for the Foundation.

Regardless of the definition given for accommodation, in each event, a good faith effort to accommodate should be made. The Employment Services department will work with those who feel they are being denied employment or advancement because of their physical handicap or disability.

Foundation EEO Officer will work closely with the University Veterans Outreach and Services office to ensure maximum use of veterans resources in addressing veterans issues.

Internal Review Procedure

The Foundation has a 60-day internal review procedure to review any complaints by employees under Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974. All such complaints should be referred to the EEO Officer.

Following is a checklist which will be used to investigate complaints:

1. Discuss the basis for the complaint.
2. Determine the issues to be investigated relating to the complaint.
3. Inspect the area where the complainant worked or would have worked.
4. Was the work place accessible to a handicapped or disabled applicant or employee?
5. Are special equipment, devices and accommodations necessary for handicapped or disabled workers participation?
6. Review the Foundation's ability to carry out accommodations.
7. Review personnel records and actions pertinent to the complaint.
8. If medical information is involved, ask a physician to review the medical record.
9. Conduct interviews with Foundation personnel to gather facts and to verify information.

10. Hold a conference at the end of the investigation, and if a satisfactory resolution has been reached between the complainant and the Foundation, the EEO Officer will forward a report to the Executive Director providing the facts and issues, as well as the resolution of the complaint. Care should be exercised that the resolution is fair and just for both parties.
11. Should the investigation determine that the Foundation's position is such as to be in contradiction to the complaint and accommodation of the issue is not possible, the EEO Officer will prepare the Foundation's position and forward to the Executive Director for further disposition.

XI. NONDISCRIMINATORY APPLICATION OF THE IMMIGRATION AND CONTROL ACT OF 1986

A. Purpose

To encourage the employment of only U.S. citizens and aliens lawfully authorized to work in the United States and to comply with Public Law 99-603.

B. Responsibility

It is the responsibility of the EEO Officer to be knowledgeable regarding these requirements, and to educate and ensure appropriate compliance by all segments of the Foundation.

C. Definitions

Unauthorized Alien - with respect to employment, the alien is not lawfully admitted for permanent residence, nor authorized by the Act or the Attorney General to be employed.

Hire - the actual commencement of employment of an employee for wages or other remuneration.

Employee - an individual who provides services or labor for an employer for wages, but shall not include independent subcontractors.

Employer - a person or entity, including anyone acting directly or indirectly in the interest thereof, who engages the services or labor of an employee to be performed in the United States for wages or other remuneration.

Employment - any service or labor performed by an employee within the United States.

D. Verification of Employment Eligibility

The Form I-9 is used by the U.S. Citizenship Immigration and Services to be used in complying with the requirements of the Immigration Reform and Control Act.

The Form I-9 is completed for all individuals hired after November 6, 1986. These individuals must exhibit to the Foundation documents which establish both identity and authority (eligibility) to be employed. All workers employed prior to November 6, 1986, are "grandfathered" by the Law.

The employment selection is made first, then the I-9 eligibility process is pursued. Form I-9 is only completed for individuals hired, and must be completed within 3 days of the first date of employment.

Form I-9 is retained and available for inspection for three years from the date of hire or one year from the employee's termination. Starting in 2010 Foundation began using and continues to use an electronic form and process to administer the I-9 process.

E. Applicant Source Notification

All employment applicants or referral sources are notified to the effect that employment with the Foundation is subject to the conditions set forth in PL 99-603, the Immigration and Naturalization Act of 1986, and that prior to hire, applicants will be required to demonstrate compliance therewith.

F. Applicant Notification

A statement is displayed on Foundation's website and a prominent sign posted at all locations where new hires are processed which reads as follows:

In accordance with Public Law 99-603, the U.S. Immigration and Naturalization Act of 1986, this Employer is required to verify the eligibility of applicants considered for employment under terms and conditions of this Act. Proof of U.S. citizenship or adequate documentation of alien employment eligibility status, plus personal identification is required before any hire is processed.

Further, in 2010 Foundation began using and continues to use E-Verify for all newly hired employees.

G. Employment Procedures to Avoid Discrimination

1. Utilizing the state employment development department service whenever possible.
2. Making certain to make any hire selection first before implementing the Immigration and Naturalization certification process, to ensure that any inference of discrimination is avoided.
3. Completing the certification process prior to hire.
4. Not permitting the hiring of day labor for short periods without completing the Form I-9, ensuring every name on the payroll hired from November 6, 1986, has an I-9 on file.

<i>Job Group</i>	<i># of Incumbents</i>	<i># of Females</i>	<i>Female Incumbency %</i>	<i>Female Availability</i>	<i>Establish Goals?</i>	<i># of Minorities</i>	<i>Minority Incumbency %</i>	<i>Minority Availability</i>	<i>Establish Minority Goal?</i>	<i>Goal Percentage</i>	<u>Protected Veterans</u>
1.1	12	5	41.67%	41.30%	No	2	16.67%	38.80%	Yes	0.00%	2
1.2	7	5	71.43%	41.30%	No	3	42.86%	38.80%	No	0.00%	
2	17	11	64.71%	59.40%	No	8	47.06%	38.70%	No	0.00%	
3	5	2	40.00%	48.20%	No	3	60.00%	53.60%	No	0.00%	1
4	4	2	50.00%	50.90%	No	2	50.00%	50.40%	No	0.00%	
5	42	31	73.81%	73.50%	No	19	45.24%	54.90%	No	0.00%	
6	13	1	7.69%	5.60%	No	10	76.92%	55.90%	No	0.00%	1
7	0	0	0.00%	0.00%	No	0	0.00%	0.00%	No	0.00%	
8	0	0	0.00%	0.00%	No	0	0.00%	0.00%	No	0.00%	
9	54	30	55.56%	65.00%	No	37	68.52%	68.10%	No	0.00%	
Totals	154	87	56.49%			84	54.55%				4
<u>Goals for 2015</u>											
1. Hire / promote at least three minority employees in Job Group 1.1.											

		White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Management, business and financial workers																
Total, both sexes																
Number	2,283,685	223,130	170,175	1,396,	107,850	8,050	326,0	6,855	3,955	8,490	14,885	1,895	(X)	(X)	(X)	15,815
Percent	100.0%	9.8%	7.5%	61.2%	4.7%	0.4%	14.3%	0.3%	0.2%	0.4%	0.7%	0.1%	(X)	(X)	(X)	0.7%
Female																
Number	942,095	97,675	74,690	541,3	57,985	3,975	141,5	3,545	2,065	3,685	7,065	1,010	(X)	(X)	(X)	7,455
Percent	41.3%	4.3%	3.3%	23.7%	2.5%	0.2%	6.2%	0.2%	0.1%	0.2%	0.3%	0.0%	(X)	(X)	(X)	0.3%
Science, engineering and computer																
Total, both sexes																
Number	827,650	44,085	28,845	440,8	26,000	1,870	265,1	2,040	1,135	2,665	7,625	460	(X)	(X)	(X)	6,855
Percent	100.0%	5.3%	3.5%	53.3%	3.1%	0.2%	32.0%	0.2%	0.1%	0.3%	0.9%	0.1%	(X)	(X)	(X)	0.8%
Female																
Number	195,175	10,365	6,720	95,53	7,120	330	69,90	470	165	705	1,985	230	(X)	(X)	(X)	1,655
Percent	23.6%	1.3%	0.8%	11.5%	0.9%	0.0%	8.4%	0.1%	0.0%	0.1%	0.2%	0.0%	(X)	(X)	(X)	0.2%
Other professional																
Total, both sexes																
Number	2,062,235	194,830	150,590	1,264,	119,905	6,410	272,8	4,460	5,970	9,135	15,435	2,075	(X)	(X)	(X)	16,130
Percent	100.0%	9.4%	7.3%	61.3%	5.8%	0.3%	13.2%	0.2%	0.3%	0.4%	0.7%	0.1%	(X)	(X)	(X)	0.8%
Female																
Number	1,224,625	121,875	96,375	728,9	71,165	4,150	170,2	2,430	3,585	5,790	9,185	1,220	(X)	(X)	(X)	9,675
Percent	59.4%	5.9%	4.7%	35.3%	3.5%	0.2%	8.3%	0.1%	0.2%	0.3%	0.4%	0.1%	(X)	(X)	(X)	0.5%
Technicians																
Total, both sexes																
Number	441,475	47,885	43,630	204,6	27,540	1,505	103,1	1,760	1,095	1,885	3,825	535	(X)	(X)	(X)	3,965
Percent	100.0%	10.8%	9.9%	46.4%	6.2%	0.3%	23.4%	0.4%	0.2%	0.4%	0.9%	0.1%	(X)	(X)	(X)	0.9%
Female																
Number	212,660	24,545	22,755	90,80	16,115	800	50,84	765	510	1,120	1,810	295	(X)	(X)	(X)	2,305
Percent	48.2%	5.6%	5.2%	20.6%	3.7%	0.2%	11.5%	0.2%	0.1%	0.3%	0.4%	0.1%	(X)	(X)	(X)	0.5%
Sales workers																
Total, both sexes																
Number	2,097,545	336,850	297,640	1,022,	104,845	7,570	273,0	6,550	6,565	8,285	14,405	1,625	(X)	(X)	(X)	17,195
Percent	100.0%	16.1%	14.2%	48.8%	5.0%	0.4%	13.0%	0.3%	0.3%	0.4%	0.7%	0.1%	(X)	(X)	(X)	0.8%
Female																
Number	1,015,800	183,135	162,935	451,7	55,350	4,285	129,5	3,615	3,520	4,500	7,385	850	(X)	(X)	(X)	8,935
Percent	48.4%	8.7%	7.8%	21.5%	2.6%	0.2%	6.2%	0.2%	0.2%	0.2%	0.4%	0.0%	(X)	(X)	(X)	0.4%
Administrative support																

		White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Total, both sexes																
Number	2,752,860	471,140	434,595	1,193,	210,755	12,405	351.9	14,800	8,015	11,18	17,320	2,305	(X)	(X)	(X)	24,920
Percent	100.0%	17.1%	15.8%	43.4%	7.7%	0.5%	12.8%	0.5%	0.3%	0.4%	0.6%	0.1%	(X)	(X)	(X)	0.9%
Female																
Number	1,957,920	329,315	294,850	896,2	146,695	9,755	225.6	10,665	5,655	8,255	11,965	1,825	(X)	(X)	(X)	17,070
Percent	71.1%	12.0%	10.7%	32.6%	5.3%	0.4%	8.2%	0.4%	0.2%	0.3%	0.4%	0.1%	(X)	(X)	(X)	0.6%
Installation, maintenance and repair																
Total, both sexes																
Number	663,530	132,425	127,140	285,4	27,360	2,605	73.84	3,165	835	2,915	3,000	280	(X)	(X)	(X)	4,540
Percent	100.0%	20.0%	19.2%	43.0%	4.1%	0.4%	11.1%	0.5%	0.1%	0.4%	0.5%	0.0%	(X)	(X)	(X)	0.7%
Female																
Number	47,780	8,100	8,320	18,57	2,845	180	8,785	255	10	240	185	0	(X)	(X)	(X)	290
Percent	7.2%	1.2%	1.3%	2.8%	0.4%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Production operative																
Total, both sexes																
Number	792,860	253,920	237,225	154,2	21,190	1,715	112.9	2,730	535	1,840	1,995	180	(X)	(X)	(X)	4,380
Percent	100.0%	32.0%	29.9%	19.5%	2.7%	0.2%	14.2%	0.3%	0.1%	0.2%	0.3%	0.0%	(X)	(X)	(X)	0.6%
Female																
Number	269,685	91,020	85,880	33,51	5,425	330	50,17	705	95	490	600	15	(X)	(X)	(X)	1,440
Percent	34.0%	11.5%	10.8%	4.2%	0.7%	0.0%	6.3%	0.1%	0.0%	0.1%	0.1%	0.0%	(X)	(X)	(X)	0.2%
Transportation and material moving																
Total, both sexes																
Number	780,745	216,140	193,460	226,8	56,740	3,220	67,47	4,080	1,395	2,775	1,955	845	(X)	(X)	(X)	5,805
Percent	100.0%	27.7%	24.8%	29.1%	7.3%	0.4%	8.6%	0.5%	0.2%	0.4%	0.3%	0.1%	(X)	(X)	(X)	0.7%
Female																
Number	151,295	47,750	39,830	32,81	12,035	785	14,91	640	305	470	430	240	(X)	(X)	(X)	1,080
Percent	19.4%	6.1%	5.1%	4.2%	1.5%	0.1%	1.9%	0.1%	0.0%	0.1%	0.1%	0.0%	(X)	(X)	(X)	0.1%
Service workers, except																
Total, both sexes																
Number	2,510,735	620,100	568,795	770,1	152,330	10,920	325,9	10,805	5,945	10,39	12,900	2,400	(X)	(X)	(X)	20,010
Percent	100.0%	24.7%	22.7%	30.7%	6.1%	0.4%	13.0%	0.4%	0.2%	0.4%	0.5%	0.1%	(X)	(X)	(X)	0.8%
Female																
Number	1,584,850	388,855	350,050	499,9	97,620	7,385	202,0	7,225	3,655	7,030	7,475	1,515	(X)	(X)	(X)	12,040
Percent	63.1%	15.5%	13.9%	19.9%	3.9%	0.3%	8.0%	0.3%	0.1%	0.3%	0.3%	0.1%	(X)	(X)	(X)	0.5%

EEO-1 Category Descriptions

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown are illustrative and not intended to be exhaustive of all job titles in a job category. These job categories are primarily based on the average skill level, knowledge, and responsibility involved in each occupation within the job category.

The Officials and Managers category as a whole is to be divided into the following two subcategories: Executive/Senior Level Officials and Managers and First/Mid-Level Officials and Managers. These subcategories are intended to mirror the employers own well established hierarchy of management positions. Small employers who may not have two well-defined hierarchical steps of management should report their management employees in the appropriate categories.

1.1 Executive/Senior Level Officials and Managers. Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

1.2 First/Mid-Level Officials and Managers. Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid-Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

2. Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish individual qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

3. Technicians. Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or

comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

4. Sales Workers. These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

5. Administrative Support Workers. These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry key punchers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

6. Craft Workers (formerly Craft Workers (Skilled)). Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

7. Operatives (formerly Operatives (Semi-skilled)). Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

8. Laborers and Helpers (formerly Laborers (Unskilled)). Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

9. Service Workers. Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.


CAL POLY POMONA FOUNDATION, INC.



Memorandum

Date: January 27, 2015

To: Personnel Committee

From: G. Paul Storey
Executive Director 

Subject: CalPERS Public Agency Valuation Reports for the
Cal Poly Pomona Foundation Pension Plan

The California Public Employee Retirement System (CalPERS) released new financial reports on January 13th 2015 that detail the finances of CalPERS pension and the plans of contracting public agencies as of June 30, 2014. Specific information related to the Cal Poly Pomona Foundation pension can be located on the CalPERS website under the Public Agency Valuation Report section at <http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/calpers-reports/actuarial-reports/home.xml>

There are detail reports of the financial status for each of the three Cal Poly Pomona Foundation pension plan tiers with 2015-16 fiscal year employer contribution rates.

- Miscellaneous First Tier Plan (2% at 55) is funded at 87.4%, a positive growth of 3.1% over June 30, 2013. The projected employer contribution rate for FY 2015-16 is 10.03%.
- Miscellaneous Second Tier Plan (2% at 60) is funded at 84.3%, a positive growth of 4.5% over June 30, 2013. The projected employer contribution rate for FY 2015-16 is 6.709%
- A Newly established Miscellaneous Tier (2% at 62) did not report the funded portion. The projected employer contribution rate for FY 2015-16 is 6.237%

The Cal Poly Pomona Foundation continues to maintain a higher percentage of estimated funding levels as compared to the Public Employees' Retirement Fund (PERF), the state pension trust fund.