

American Sports University



Faculty and Administration Handbook

January 2015

Preface

This first edition of the American Sports University (ASU) Faculty and Administration Handbook contains many of the policies that currently affect members working at ASU. While these policies govern the situation until such time as they are formally changed, the University reserves the right to alter them at any time.

This handbook is provided for the purposes of information only and its contents are not to be interpreted as a contract between the University and members of the faculty and administration. Nothing in this handbook should be construed as a guarantee of employment. Additionally, this handbook pertains only to faculty and administration of American Sports University. Those inquiring as to matters concerning students should consult the Student Handbook.

American Sports University is a coeducational, residential liberal arts community whose members' value and seek intellectual and cultural diversity. The university encourages respect for political, religious, ethnic, racial, physical, generational, sexual orientation, and intellectual differences because such respect promotes free and open inquiry, independent thought, and mutual understanding. The University complies with all relevant State and Federal laws on non-discrimination, and is an affirmative action/equal opportunity employer.

Table of Content

About the University	1
Code of Conduct	2
University Disciplinary Procedures	7
Work and Salary Procedures	8
Equal Opportunity Policy	8
Drug-Free Workplace Policy.....	9
The Work Week.....	9
Overtime.....	10
Salary Procedures.....	10
University Employment Services	10
Annual Performance Review	11
Work Outside the University	11
Personal Business.....	12
Benefits	12
Vacations	12
Holidays	12
Death in the Family	13
Leave of Absence	13
Sick Days	14
Sexual Harassment.....	14
General Information.....	16
Athletic Facilities	16
Library	16
Lost and Found	16
Children in the Workplace.....	16
Conflicts of Interest.....	17
Dog Policy.....	18
Employment of Relatives	18
Smoking Policy.....	18
Use of University Buildings	18
Use of University Name or Logo	19
Dress Code	19
Equipment and Facility Use	20
University-Sponsored Student Activity	20

About the University

American Sports University (ASU) began in the fall of 2006 in San Bernardino, California. The University was granted permanent approval by the California Bureau of Private Post-secondary and Vocational Education (BPPVE) in the summer of 2007 and began its process for accreditation.

ASU is the only four-year university in the nation that is solely dedicated to prepare those students who are interested in the sports industry with both an academic and applied understanding of the business side of sports. As a result of our exclusive focus on the business side of the sports industry, ASU is uniquely qualified and committed to effectively teach to the specific interests, learning styles, and professional goals of our unique and growing student body, and to prepare them to be successful future leaders in today's increasingly competitive business of sports.

ASU is located in the heart of downtown San Bernardino, California, within an hour's drive to Palm Springs and Los Angeles. The city is the gateway to the San Bernardino National Forest and mountains. California State University San Bernardino and San Bernardino Valley College are also located in our town. Many golf and recreational opportunities are available in the Inland Empire that surrounds the city. ASU's location in Southern California offers ideal access to the booming sports industry, with several professional, college, and high school teams in our area, as well as one of the largest sports markets in the world.

The University offers an undergraduate degree program that leads to a Bachelor of Science in Sports Education. Course work is available for students who wish to concentrate in Sports Management, Sports Marketing, Sports Coaching, Sports Health, Sports Training and Fitness, Recreation Management, Sports & Special Education, and Golf Management at both the degree and certificate levels. The programs emphasize theoretical and practical sports experiences in each of the concentration areas. The University also offers a Master of Science degree in Sports Management.

Code of Conduct

Section I. Scope.

The Code of Conduct (Code) applies to the faculty, administration, and students at American Sports University.

Section II. Guiding Principles.

A. Values. In carrying out the institution's research, teaching, and public service mission, members of the University community (community members) are dedicated to advancing the University's core values. These values embrace commitment to:

- 1) excellence and innovation;
- 2) discovery and the search for the truth;
- 3) diversity of community and ideas;
- 4) integrity;
- 5) academic freedom;
- 6) stewardship and accountability for resources and relationships;
- 7) sharing knowledge in a learning environment;
- 8) application of knowledge and discovery to advance the quality of life and economy of the region and the world; and
- 9) service as a land grant institution to the nation, and the world.

B. Commitment to Ethical Conduct. Community members must be committed to the highest ethical standards of conduct and integrity. The standards of conduct in this Code, supported through policies, procedures, and workplace rules, provide guidance for making decisions and memorialize the institution's commitment to responsible behavior.

Section III. Standards Of Conduct.

The University holds itself and community members to the following standards of conduct:

A. Act Ethically and with Integrity. Ethical conduct is a fundamental expectation for every community member. In practicing and modeling ethical conduct, community members are expected to:

- 1) act according to the highest ethical and professional standards of conduct;
- 2) be personally accountable for individual actions;
- 3) fulfill obligations owed to students, advisees, and colleagues;
- 4) conscientiously meet University responsibilities; and
- 5) communicate ethical standards of conduct through instruction and example.

- B. Be Fair and Respectful to Others. The University is committed to tolerance, diversity, and respect for differences. When dealing with others, community members are expected to:
- 1) respectful, fair, and civil;
 - 2) ask candidly and truthfully;
 - 3) avoid all forms of harassment, illegal discrimination, threats, or violence;
 - 4) provide equal access to programs, facilities, and employment; and
 - 5) promote conflict resolution.
- C. Manage Responsibly. The University entrusts community members who supervise or instruct employees or students with significant responsibility. Managers, supervisors, instructors, and advisors are expected to:
- 1) ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code;
 - 2) ensure compliance with applicable laws, policies, and workplace rules;
 - 3) review performance conscientiously and impartially;
 - 4) foster intellectual growth and professional development; and
 - 5) promote a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns.
- D. Protect and Preserve University Resources. The University is dedicated to responsible stewardship. Community members are expected to:
- 1) use University property, equipment, finances, materials, electronic and other systems, and other resources only for legitimate University purposes;
 - 2) prevent waste and abuse;
 - 3) promote efficient operations;
 - 4) follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and
 - 5) engage in appropriate accounting and monitoring.
- E. Promote a Culture of Compliance. The University is committed to meeting legal requirements and to fostering a culture of ethics and compliance.
- 1) Expectations - Community members are expected to:
 - a) learn and follow the laws, regulations, contracts, and University policies and procedures applicable to University activities;
 - b) be proactive to prevent and detect any compliance violations;
 - c) report suspected violations to supervisors or other University officials; and

- d) ensure that reports of violations within their area of responsibility are properly resolved, including disclosure to sponsors or other State or federal authorities as appropriate.
 - 2) Prohibition - Community members are prohibited from retaliating against another community member for reporting a suspected compliance violation.
- F. Preserve Academic Freedom and Meet Academic Responsibilities. Academic freedom is essential to achieving the University's mission. Community members are expected to:
- 1) promote academic freedom, including the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without institutional restraint or discipline; and
 - 2) meet academic responsibilities, which means to seek and state the truth; to develop and maintain scholarly competence; to foster and defend intellectual honesty and freedom of inquiry and instruction; to respect those with differing views; to submit knowledge and claims to peer review; to work together to foster education of students; and to acknowledge when an individual is not speaking for the institution.
- G. Ethically Conduct Teaching and Research. University researchers have an ethical obligation to the University and to the larger global community as they seek knowledge and understanding. Community members are expected to:
- 1) propose, conduct, and report research with integrity and honesty;
 - 2) protect people and humanely treat animals involved in research or teaching;
 - 3) learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
 - 4) faithfully transmit research findings;
 - 5) protect rights to individual and University intellectual property;
 - 6) ensure originality of work, provide credit for the ideas of others upon which their work is built, and be responsible for the accuracy and fairness of information published; and
 - 7) fairly assign authorship credit on the basis of an appropriate array of significant intellectual contributions, including: conception, design, and performance; analysis and interpretation; and manuscript preparation and critical editing for intellectual content.
- H. Avoid Conflicts of Interest and Commitment. Community members have an obligation to be objective and impartial in making decisions on behalf of the University. To ensure this objectivity, community members are expected to:

- 1) avoid actual individual or institutional conflicts of interest;
- 2) disclose potential conflicts of interest and adhere to any management plans created to eliminate any conflicts of interest; and
- 3) ensure personal relationships do not interfere with objective judgment in decisions affecting University employment or the academic progress of a community member.

I. Carefully Manage Public, Private, and Confidential Information. Community members are the creators and custodians of many types of information. The public right to access and the individual's right to privacy are both governed by laws and University policies. To meet these responsibilities, community members are expected to:

- 1) learn and follow laws and University policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
- 2) follow document preservation and retention guidelines; and
- 3) maintain data security using electronic and physical safeguards.

J. Promote Health and Safety in the Workplace. Community members have a shared responsibility to ensure a safe, secure, and healthy environment for all University students, faculty, staff, volunteers, and visitors. Community members are expected to:

- 1) follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- 2) maintain security, including securing University assets and facilities;
- 3) report suspicious activities; and
- 4) protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions.

K. Appointments, Reappointments, and Terminations. Members of the administration serve at the pleasure of the President, and decisions on appointments, reappointments, and terminations are ultimately made by the President. The following describes administration appointments generally. Typical procedures and timetables for making decisions regarding appointment, renewal, dismissal, etc. of administrative personnel, and regarding review of performance, are provided in this section. The contractual rights and obligations applicable to any specific appointment are defined by the letter of appointment ("documents of appointment and renewal").

Appointments typically will be for one year. Appointments are usually made effective at the beginning of an academic year on July 1st and terminate at the end of the academic year on June 30th. Appointments made during the course of an academic year usually terminate and are reconsidered at the end of the year. Annual reappointments are common, depending, among other considerations, on the performance of the incumbent and the need for the position. The University always retains the right not to renew an appointment.

Before the end of each academic year, the performance of each member of the administration is appraised by the immediate supervisor. This appraisal reviews the performance of the incumbent in relation to the needs of the University, considers the qualifications and effectiveness of the incumbent in his or her current position, and also considers the career aspirations of that person at the University. Often the appraisal is in writing; and if so, should be shared and discussed with the administrator involved and retained in that administrator's file.

Decisions on reappointment are made by the President on the recommendation of the immediate supervisor. The University makes a conscientious effort to provide reasonable notice if an appointment will not be renewed beyond its stated expiration date. What is reasonable may vary with length of past service, job performance, and factors beyond the control of either the University or the administrator involved. Notice typically is at least three months and in some instances has been as much as a year. Any such notice remains discretionary with the University, there being no general formula or entitlement beyond that set forth in the particular individual's documents of appointment and renewal.

Disruptive conduct that threatens the well-being of others or the ongoing operations of the University may result in immediate dismissal. Lesser problems in conduct or performance may be the subject of a written warning issued to the administrator in question to the effect that continuation of such conduct or performance may result in dismissal. Such a warning, usually written by the immediate supervisor, with copies to the President, typically describes what changes are required and provides a time in which such changes should be made.

Allegations of discrimination in any decision regarding appointment, reappointment, or dismissal on the basis of age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status should be dealt with according to the Grievance Procedures. The decision of the President is final.

Section IV. University Disciplinary Procedure.

- A. Objective. The objective is to provide a fair and objective means to correct the unsatisfactory work performance or work-related behavior, including gross misconduct, of regular staff. To provide fair and uniform procedures including due process if required by law, to correct, discipline, or terminate employees for unsatisfactory work performance or work-related behavior or for gross misconduct.

Disciplinary action of any kind and for any reason is to be taken with extreme care to assure fairness for all parties involved. Disciplinary action is defined by one of the following actions: corrective action (oral/written), suspension with or without pay, and termination. As warranted by circumstances, an employee may be terminated at any point in the disciplinary process.

- B. Unsatisfactory Work Performance or Work-Related Behavior.

- 1) Description. Unsatisfactory work performance or work-related behavior is the failure or refusal to carry out job responsibilities, failure to follow department or unit rules, or failure to abide by the University Code of Conduct.

Every reasonable effort should be made to secure acceptable work performance and work-related behavior by employees. When disciplining an employee, supervisors should consider the nature of the unsatisfactory work performance or work-related behavior, the past record of the employee, and the appropriate penalties. Therefore, as a general rule, disciplinary action taken for unsatisfactory work performance or work-related behavior should begin with an oral or written warning, and may be followed by additional written warnings. Written warnings should be presented to the employee and should describe the unsatisfactory work performance or work-related behavior and the necessary corrective action to be taken. Should an employee fail to attain a satisfactory level of work performance or work-related behavior despite such warning, disciplinary action up to and including termination of employment may be taken. Copies of all written warnings and other disciplinary actions should be placed in the employee's official personnel file in the main office.

- 2) Pre-Termination/Suspension Meeting. Before suspending with or without pay or discharging an employee for unsatisfactory work performance or work-related behavior, the supervisor or other authorized University official must 1) consult with the chairman, 2) advise the employee, orally or in writing, of the unsatisfactory work performance or work-related behavior of the employee; and 3) provide the employee an opportunity to respond.

- 3) Appeal Process. An employee desiring to appeal a disciplinary action, taken for unsatisfactory work performance or work-related behavior, must file a written request within seven (7) working days following receipt of notification of the disciplinary action. Oral and written warnings cannot be appealed; however, employees may respond in writing to written warnings placed in their personnel file.

C. Gross Misconduct.

- 1) Description. Gross misconduct includes the following: theft or dishonesty; gross insubordination, willful destruction of University property; falsification of records; acts of moral turpitude; reporting for duty under the influence of intoxicants; the illegal use, manufacturing, possessing, distributing, purchasing or dispensing of controlled substances or alcohol; disorderly conduct; provoking a fight; and other similar acts involving intolerable behavior by the employee. In a case of gross misconduct, immediate disciplinary action up to and including discharge may be taken. During the investigation of alleged gross misconduct, an employee may be placed on administrative leave with or without pay.
- 2) An employee suspected of theft of University property may not resign as an alternative to discharge.
- 3) An employee terminated for gross misconduct will not receive payment for accrued unused annual leave.
- 4) Pre-termination/Suspension Meeting. Before suspending without pay or discharging an employee for gross misconduct, the supervisor or other authorized university official must: 1) consult with the chairman, 2) advise the employee, orally or in writing, of the charge(s) against the employee; and 3) provide the employee an opportunity to respond.
- 5) Appeal Process. An employee desiring to appeal a disciplinary action for gross misconduct must file a written request within seven (7) working days following receipt of notification of the disciplinary action taken.

Section V. Work and Salary Procedures.

A. Equal Opportunity Policy.

The University affirms the policy to treat all appointments, assignments, promotions and conditions of employment in a non-discriminatory manner, and without regard to age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status.

The President's office should be contacted for further information or in connection with unresolved complaints.

B. Drug-Free Workplace Policy.

American Sports University is committed to the development and maintenance of an educational and workplace environment in compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 and will not tolerate the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Compliance with the provisions of these policies shall be a condition of employment. Disciplinary action up to and including termination of employment and/or satisfactory participation in a drug rehabilitation program may be required by any employee who is found to be in violation of this policy.

In compliance with the Drug-Free Workplace Act of 1988, any individual must notify the office of the President within five (5) calendar days of a conviction of any criminal drug statute violation which has occurred in or on the workplace premises.

The University's efforts to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information as well as implementation and strict enforcement of this policy.

Services will provide information and assistance to individuals with drug-related concerns and provide appropriate referrals for rehabilitation.

C. The Work Week.

For administration, as for staff, the normal work week is five days, Monday through Friday, 8:30 AM to 5:00 PM during the academic year. During the summer months, the regular hours of operation shift to 9:00 AM to 4:30 PM, Monday through Friday, with an hour for lunch. It is understood, however, that members of the administration may be called on to work irregular hours, sometimes beyond those in a normal work week, in order to carry out their assigned duties. Furthermore, employees should negotiate an appropriate lunch break with their supervisor and expect to take a break at that time consistently.

With supervisory approval, some flexibility in the starting time of work and lunch breaks is permitted, provided the needs of the department and University are met. For example, an employee may start work at 8, 8:30, or 9 a.m. and finish at 4, 4:30, or 5 p.m., depending on the time taken for lunch.

Faculty and administration members may take one additional break besides lunch. The break is a maximum of 15 minutes and must be cleared with a supervisor before being taken.

D. Overtime.

In the event that a supervisor or department head requires overtime hours from an employee, he/she must fill out the Request for Overtime Approval form and save it signed by the University Administrator. Once the request has been approved, copies of the request will be filed in the employee and supervisor/head's files. If the request is denied, the request form will be returned to the supervisor/head with an explanation.

E. Salary Procedures.

Members of the administration, whether full-time or part-time, are paid on the 5th and 20th of each month. Faculty members are paid on the 5th of the next month for the previous month's work. When salary adjustments are made, they normally become effective on July 1, with the adjustment reflected in the salary check received at the end of July.

Administrators who hold nine or ten month positions are usually paid over a twelve-month period. An individual, who terminates employment with the University at any time other than the date specified in their appointment letter, will be responsible for repaying the University for any salary advanced against future services. Salary advances in other circumstances are not allowed.

Salary deductions are recorded on the stub of the salary check. These include (1) statutory deductions for Social Security and Medicare; and (2) tax withholding deductions, for Federal and California State income taxes.

F. University Employment Services.

The following procedures and guidelines must be adhered to amongst faculty and students when offering or partaking in University Employment Services (UES).

- 1) Faculty and Administration who would like to open up a UES position must fill out a UES Request Form and submit it to Student Services.
- 2) The UES Request Form will be reviewed and, if approved, posted and filed.
- 3) Students who are eligible for UES will fill out a UES application and submit it to Student Services. This form should specify which job posting(s) the student is responding to.
- 4) Student Services will coordinate students and jobs and set up interviews.
- 5) Students are to work no more than 10 hours per week.
- 6) Pay is commensurate to skill and job description.
- 7) Students may either receive their pay as a paycheck or may opt to have it withdrawn from their tuition by signing the UES Tuition Deduction Form, which may be obtained from the Finances Department.

Although there are general guidelines for UES jobs, each administrator or faculty member may have a separate set of rules.

- 1) Please be prompt to jobs.
- 2) Please dress appropriately.
- 3) Please treat the others in the office or workspace with respect.
- 4) If for some reason, you will not be able to make it to your regularly scheduled time, please make an effort to notify your supervisor ahead of time.

G. Annual Performance Review.

The supervisor and employee meet at the beginning of the review period, which for the most part will be July or the beginning of one's employment at ASU, and together identify and prioritize primary job responsibilities from the employee's job description. Goals, objectives, and special projects may be identified at any time throughout the review period.

At the end of the review period in June or one year from hire date, the employee self-evaluates his or her performance (job responsibilities, performance factors, and goals/objectives) using the rating scale, completes Part I of the Career Development section, and returns the form to the supervisor.

The job description is to be reviewed annually and updated, if appropriate. If significant changes are made, the supervisor submits an updated copy to Student Services together with the completed review form, which is then filed in the employee's file.

H. Work Outside the University.

Members of the faculty and administration are free to accept honoraria, stipends and consulting fees from sources outside the university. The time and energy required for outside activities, however, must not interfere with or detract from the performance of one's normal duties within the University.

I. Personal Business.

It is understood that the workday is to be used for work and functions pertaining to the operation of the University. Personal matters and errands, such as receiving and making calls on one's cellular phone or the University phone, should not be handled at the office. One may take care of such business during one of two breaks.

J. Purchases, Reimbursements, Travel.

All purchases must be pre-approved using the purchase request form. Receipts and change must be submitted within twenty-four (24) hours of listed purchase date.

Travel reimbursements are stipulated by department and will be regulated and approved by department heads.

Section VI. Benefits.

A. Vacations.

Vacations may be taken in various segments and at various times in the year, subject to the needs of the office and approval of the supervisor. Vacation plans, scheduled to provide reasonable advance notice, should be addressed in writing to the appropriate supervisory officer of the University or person designated by that officer.

Faculty members and administrators must fill out the Request for Vacation form and turn it in to the appropriate supervisor. Once approved, the form will go through to accounting and then be placed in the employee's file. In the event that the vacation is not approved, the form will be returned to the employee stating why the vacation was denied.

B. Holidays.

When possible, the University closes for the following holidays:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Day after Thanksgiving
Day before or after Christmas
Christmas

C. Death in the Family.

Up to three days of leave may be granted to an administrator because of a death in the immediate family. The immediate family includes spouses, children, parents, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

One day's leave may be granted to attend the funeral of an aunt, uncle, nephew or niece, brother-in-law or sister-in-law.

D. Leave of Absence.

The University will grant maternity leave with full pay for four weeks.

Leave without pay may be granted to any member of the administration or faculty, male or female, for the purpose of child rearing. The length of such leave and arrangements, if necessary, for replacement must be determined by mutual agreement between the person requesting the leave and the University. A request for such leave must be approved by the appropriate supervisory officer and by the Chairman.

A leave of absence with or without pay may be granted for a member of the administration or faculty to pursue his or her professional development. Such leave would be intended to increase or extend the competence of an employee in his or her work for the University. Approval of such leave and conditions under which it is taken must be obtained from the appropriate supervisory officer and the Chairman. Normally such leave would not exceed six months.

Leave without pay will be granted for military duty, such as that required of a member of the National Guard. The University should be given maximum notice of the need for such leave, and the leave should not extend beyond two weeks in any academic year. Military duty does not count as part of one's allotted vacation.

Leave without pay may be granted for compelling reasons if such leave does not disrupt the operation of the University. A request for such leave must be approved by the appropriate supervisory officer and by the Chairman. Normally such leave should not exceed six months.

The University will hold an individual's position open beyond three months, provided the administrator submits satisfactory medical evidence that indicates that he/she is reasonably expected to be able to assume the essential functions of his/her position with or without reasonable accommodation within six months of the last day worked. Administrators and faculty are responsible for the full cost of benefits between the third month of lost time and their return to work. The University is unable to hold positions open for more than six months.

All leaves of absence are granted on the understanding that the employee intends to return to work at the University. If the employee does return, the time spent on leave will be counted toward the employee's length of service to the University. If the employee does not return, the employee's length of service will be judged to have ended when the leave began.

E. Sick Days.

Faculty and administration must telephone their supervisor on the first day of absence, before 9 am. Up to two days of sick leave will not require a note from a physician, however, longer periods will require a note from a physician.

If the absence is of two or more consecutive days, the employee must fill in a sickness absence form.

Section VII. Sexual Harassment.

A. Policy.

American Sports University has long insisted on a nondiscrimination policy in all areas of the institution, and its position with regard to harassment of any kind is unequivocal. The basic integrity of an institution of higher learning is threatened by a teacher who intimidates a junior colleague or student by demanding sexual favors as a condition of academic advancement, by a supervisor who sexually harasses an employee and misuses a position of authority to achieve a private purpose, or by a peer who sexually harasses a colleague. In short, sexual harassment cannot and will not be tolerated.

American Sports University, in accordance with applicable Federal, State, and local laws, defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature imposed upon any individual when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; and
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working environment.

Whether in the context of employment or education, sexual harassment is not exclusively a sexual issue. Rather, it must also be understood as an exploitation of a power relationship. It is usually initiated and negotiated by a person in a position of authority and is sustained at the expense of another who cannot counter demands without risk of reprisal. Sexual harassment is not limited to any particular gender, sexual orientation, race, or socioeconomic level. Although statistically the large majority of individuals subjected to sexual abuse are female and the majority of abusers are male, sexual harassment of men by women or by persons of the same gender is equally deplorable.

Sexual harassment takes many forms of verbal and nonverbal behavior: generalized sexist remarks of behavior; inappropriate and offensive sexual advances without explicit threats or promises of reward; solicitation of sexual activity or other sex-linked behavior by promise of reward; coercion of sexual activity by the threat of punishment; and sexual assaults. All these forms of sexual harassment share certain reprehensible qualities. Those engaged in such behavior distort the relationship of trust that must exist if a University environment is to foster independent, creative, and pleasurable learning. They treat individuals in reductive, stereotypical ways that are offensive and demeaning, and they misuse their authority and power to exploit a vulnerable person, contaminating the relations of teacher and student, counselor and client, administrator and teacher, or supervisor and employee.

Sexual harassment, as well as other forms of sexual coercion, often can be stopped by taking direct action vis-à-vis the harasser. Speak directly to the person bothering you, telling the person firmly and unequivocally to stop the behavior which is making you uncomfortable. Do this as soon as you realize you are being bothered (i.e., do not “wait and see”). You need not apologize or ingratiate yourself. You do not have to justify your feelings. Or, you may write a letter to the harasser describing the incident and indicating that it made you uncomfortable. Clearly state that you would like the behavior to stop. Keep a copy of the letter for future reference. If the harassment continues, keep a log of what happens. Include the date, the time, the place, and the names of possible witnesses. Tell someone.

If you feel you need assistance, and cannot approach the harasser, contact Human Resources to pursue the matter on your behalf.

Section VIII. General Information.

A. Athletic Facilities.

Members of the administration and faculty may use the athletic facilities of the University without charge, provided that use does not interfere with physical education classes, intramural and intercollegiate sports and other scheduled student athletic activities.

Children under the age of 12 who wish to use any of these facilities should be accompanied by an adult, unless they are participating in a University-organized recreation program, such as an instruction group.

B. Library.

The University Library is currently in development, and will serve as an important resource for students and faculty. All University employees may use the library, subject to the general regulations, which may be obtained by contacting Administration. If employment is terminated, all books must be returned before final paycheck will be issued.

C. Lost and Found.

Items found on the campus should be turned in promptly to the Main Office.

D. Children in the Workplace.

When an employee brings a child or children onto the campus, it is the employee's responsibility to provide appropriate care and supervision and to ensure that consideration is given to others. This is particularly necessary and important during normal business hours in offices and other work environments.

Employees planning to bring a child or children into the workplace should discuss with their supervisors the department or office's ability to accommodate children, and should seek and receive their supervisor's approval. Normally employees should bring children into workplace environments only occasionally or when an emergency arises.

If employees have concerns about children in the workplace, they should contact their immediate supervisor.

E. Conflicts of Interest.

The University recognizes that many employees participate in non-University activities that are recreational or that increase personal or professional development. The University encourages such activities as long as they do not constitute or appear to constitute a conflict of interest.

Simply stated, a conflict of interest occurs whenever an employee engages in activities that interfere with the performance of job responsibilities at the University or where the prospect of direct or indirect personal gain could influence an employee's judgment or action.

No gift, loan or favor will be made to or accepted by employees or their immediate families involving any supplier, customer, or others with whom ASU does business if it is intended to influence a business decision. This will not prohibit casual entertainment, business entertainment consistent with the University's usual practices, or gifts which are reasonably viewed under the circumstances in which they are given or received to be of nominal value. For this purpose, any gift in kind of less than \$100 would be considered of nominal value. Acceptance of cash or cash equivalents is not acceptable under any circumstances. By way of example, attendance at a professional sporting event as a guest of a supplier or customer would constitute business entertainment consistent with the University's usual practices; however, the receipt of tickets to the same event from a supplier or customer without the attendance of the supplier or customer would be viewed as a gift which must be of nominal value.

Employees must also inform their supervisor and receive approval before engaging in any outside activities that pose a potential for conflict of interest.

Examples of potential conflict of interest include, but are not limited to:

- 1) outside employment;
- 2) working for the University as an outside vendor;
- 3) use of University facilities, supplies or equipment for outside business, philanthropic, community, political or other interests or activities;
- 4) outside interests of the employee, or of close family members, with or related to suppliers of goods and services to the University;
- 5) allowing unauthorized use of University facilities by friends, family members or community associates;
- 6) direct or indirect participation in purchases for personal use for less than the full value or utilizing discounts allowed to the University for personal gain;
- 7) using information that the University considers privileged or confidential, for non-University purposes; and
- 8) using the name of the University for monetary profit or acting as a private person in a way that could create the impression that the employee is speaking for the University.

Failing to report such activity or continuing an activity if a supervisor has disapproved of it, is grounds for disciplinary action, including termination of employment.

F. Dog Policy.

Every dog on campus must be leashed at all times and in the company of its owner (it may not be tied to trees or signposts). Dogs are not permitted inside University buildings. All dogs must be registered, tagged and vaccinated in accordance with California State Law. Any dog found wandering unleashed should be reported to Campus Safety immediately so that it may be removed from campus.

G. Employment of Relatives.

Spouses and relatives of employees are encouraged to explore employment opportunities with the University and will be considered on the basis of professional criteria and qualifications for specified positions. At the same time, we recognize the sensitive nature of having family members employed by the same institution. In an effort to ensure fair and equitable treatment of all employees, situations where the possibility of favoritism or conflicts of interest might exist will not be allowed. The employment of two individuals of the same family is permissible, but under no circumstances may they be placed in a line of supervision resulting in one relative supervising the activities of, or having management decisions over another relative. This policy applies to all classifications of employees, including temporary and part-time. For purposes of administering this policy, a relative is considered to be a spouse or domestic partner, parent, child, sibling, grandparent, or grandchild, and may also include in-law, nephew, niece, cousin, aunt or uncle.

H. Smoking Policy.

Smoking is not allowed indoors on the ASU campus, in building entranceways, or in University-owned vehicles. Smoking is defined as the burning of a lighted cigar, cigarette or pipe.

I. Use of the University Buildings.

Policies and guidelines regarding the use of University buildings are available at the Main Office.

J. Use of University Name or Logo.

The American Sports University trademarks and service marks, including the name, seal, and logo of the University and its various departments and programs may not be used without the prior specific written consent of the University for any purpose, including: in conjunction with any private or commercial enterprise, in tandem with the advertisement of any product, or by any individual or group promoting itself. Use of the University's name, seal or logo on letterhead and business cards is standardized and regulated by the administration. Any questions regarding the use of the University's trademarks and service marks, including the name, seal, or logo of the University and its various departments and programs, in circumstances other than the ones listed above should be referred to the President.

K. Dress Code.

1) Policy. It is the policy of the University that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

2) Comment.

a) Employees are expected at all times to present a professional, business-like image to students, prospects, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the University. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

b) Administrators, faculty, and other employees who have regular contact with the students and the public must comply with the following personal appearance standards:

- (1) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, short shorts, sandals, novelty buttons, baseball hats, other head apparel not religiously affiliated, and similar items of casual attire that do not present a businesslike appearance.
 - (2) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - (3) Sideburns, moustaches, and beards should be neatly trimmed.
 - (4) Tattoos and body piercing (other than earrings) should not be visible.
- (c) Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
 - (d) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
 - (e) At its discretion, the University may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
 - (f) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

L. Equipment and Facility Use

Equipment and facility use must be respected. Sign out sheets for pieces of equipment must be filled out before use and filled out again upon return.

Facility use must be requested using an Agreement for Facilities Usage Form and approved by the Main Office.

M. University-Sponsored Student Activity.

The sponsoring faculty or administration member must fill out a Student Activity Request form, and upon approval, have Student Waiver Forms signed by all participating students. Copies of the waivers will be placed in each student's file and the activity request form in the employee's file.

Please make an effort to negotiate student prices. Employees are not guaranteed reimbursement if purchases are made without a purchase request form and appropriate approval.