



The following conditions of employment apply to all staff and administrative employees of San Francisco State University. Continued employment will be contingent upon your compliance with these and any other rules and regulations in effect at the University. Please review the following and be sure that you understand each before signing and dating in the space designated below:

1. All employees are expected to conduct themselves in a business manner at all times and are expected to treat others with civility and dignity. Behaviors that are insensitive, intolerant or discriminatory are unacceptable.
2. All employees, regardless of citizenship, are required to verify both their identity and employment eligibility by completing the I-9 Employment Information and Verification form and for providing and updating required documentation at the time of employment and during the employment period, as applicable.
3. Only employees authorized in accordance with University policy may have access to personal or confidential information concerning another employee, applicant or student. Authorized employees are expected to take necessary safety measures to protect and maintain this information. Disclosure, release, transfer or dissemination of all or any part of personal, confidential information, orally, in writing or by electronic transmission intentionally or accidentally may result in disciplinary action and or civil action in accordance with the Information Practices Act of 1977.
4. Supervisors establish hours of work and have the authority to make any changes in your work schedule that may be required to fulfill the mission of the office to which you are assigned. Such requirements may be for overtime, weekend and/or holiday work.
5. Requests for time off from the job for the use of vacation, planned sick leave, compensatory time off, holiday credit, personal holiday must be made to your supervisor and approval secured prior to taking such time off. Prior approval must also be obtained for class attendance, including any participation in the Fee Waiver Program that may affect your work schedule and attendance at on/off campus training programs. In addition, a supervisor may, when the operational needs of the University require, require you to use accumulated compensatory time, vacation and holiday credit. In the case of unplanned sick leave or other personal emergency, you are required to notify our supervisor as soon as possible, stating the anticipated duration of your absence. The supervisor may require a physician's statement or other appropriate verification of absences after three consecutive days charged to sick leave.
6. Compliance must be made with all safety regulations and instructions given by your supervisor, including the use of protective equipment, reporting of unsafe working conditions and on-the-job injuries and the compliance with requirements for physical examinations, fingerprinting, special licenses, etc. as may be required to maintain the safety program of the University.
7. If circumstances warrant, employees are subject to reassignment to any position in the same classification or other classifications appropriate to employee's qualifications and performance upon approval of the President of the University or his/her Designee.

**I HAVE READ AND UNDERSTOOD ALL OF THE ABOVE.**

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date