



ONBOARDING AT CSUSB

Alejandro Cassadas | Tiffany Angel Ruiz | Danielle Sanders | Lisa White

WHAT IS THE CSU?

The California State University (CSU) trains the majority of California's leaders and policymakers. Approximately 64 percent of Californians with master's degrees in public administration studied at the CSU, as well as 35 percent of those with bachelor's degrees. In addition, 49 percent of Californians with bachelor's degrees in city, urban, community, and regional planning studied at the CSU.

We are the largest, the most diverse, and one of the most affordable university systems in the country.

- **Locations:** Twenty-three (23) campuses
- **Students:** Approximately 500,000 students
- **Employees:** Approximately 50,000 faculty and staff



CSUSB

WE DEFINE THE

Future

<http://www.calstate.edu>

HISTORY OF CSUSB

- **1965**: Officially opened its doors to 293 students with founding President John M. Pfau
- **1984**: Earned *university* status and officially named California State University, San Bernardino; participated in intercollegiate sports for the first time
- **2015**: University celebrates 50th Anniversary



A 50-YEAR LOOK AT CSUSB



CSUSB WE DEFINE THE *Future*

<https://youtu.be/oPaUkcHlccQ>

PALM DESERT CAMPUS



- First Public University paid with private funds in the Coachella Valley
- The campus has four buildings, 1,400 students and an unlimited future
- Celebrated 30th Anniversary
- Offers 40 different degree programs including undergraduate, graduate, and doctorate



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<https://pdc.csusb.edu/>

SAN BERNARDINO CAMPUS MASTER PLANS



San Bernardino, CA



Palm Desert, CA



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https://www.youtube.com/watch?time_continue=1&v=1Xch1e-KR-s & https://www.youtube.com/watch?v=XDG_GmwrPGc

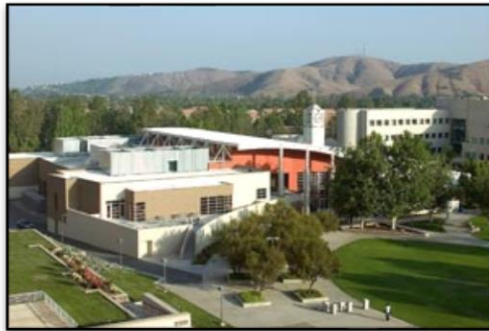
VISION & MISSION

VISION

- CSUSB aspires to be a model for transforming lives.

MISSION

- CSUSB ensures student learning and success, conducts research, scholarly and creative activities, and is actively engaged in the vitality of our region. We cultivate the professional, ethical, and intellectual development of our students, faculty and staff so they thrive and contribute to a globally connected society.



CORE VALUES

1. Inclusivity
2. Innovation
3. Integrity
4. Respect
5. Wellness and Safety
6. Social Justice and Equity
7. Sustainability
8. Transparency



PRESIDENT'S OFFICE

Tomás Morales, President



Julie Lappin, Chief of Staff



Samuel Sudhakar
VP & CIO
Information
Technology



Douglas Freer
VP & CFO
Administration
& Finance



Shari McMahon
VP & Provost
Academic
Affairs



Robert Nava
VP
University
Advancement



Harry Le Grande
Interim VP
Student Affairs



Cristina Alvarez
Director
Title IX & Gender
Equity



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http://www.csusb.edu/documents/University_Organization_Chart.pdf

ANOTHER FAMILIAR FACE

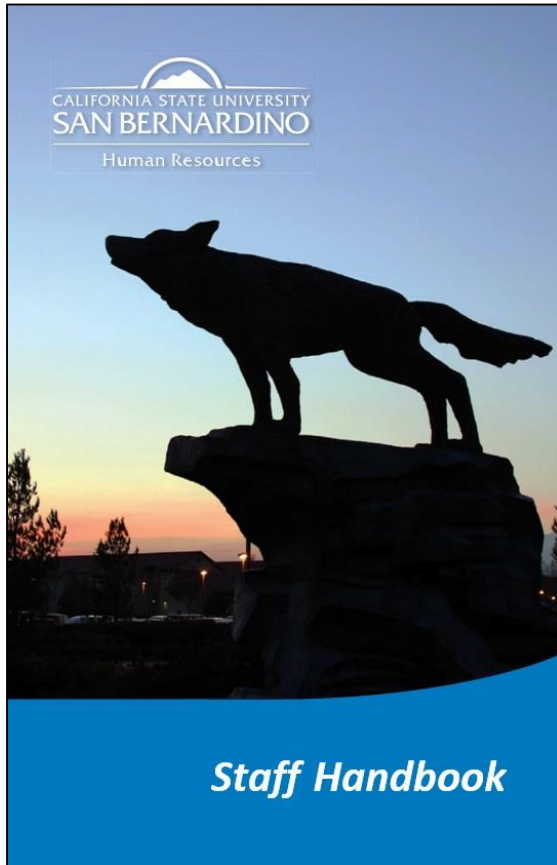


Rosalinda Velasco
Interim Associate Vice President, Human Resources
Co-Chief Diversity Officer

Oversees the departments of Human Resources, Benefits, Payroll, and Student Employment: Provides service to staff, administrators, student assistants, and faculty (benefits only) in the areas of benefits, compensation, employee and labor relations, employment, payroll, performance management, recognition, student employment, training and development, leaves of absence and other HR programs.

For questions, please call Human Resources at (909) 537-5138, e-mail us at HumanResourcesDepartment@csusb.edu or come by for a visit, we are located in Sierra Hall, Room 110.

EMPLOYEE HANDBOOK



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Human Resources

This is to acknowledge that I have received a copy of the CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO ("CSUSB" or "the university") Staff Handbook and understand that it sets forth certain terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with CSUSB. I understand and agree that it is my responsibility to read the Staff Handbook and to abide by the rules, policies and standards set forth in the Staff Handbook.

I also acknowledge that the provisions of this Staff Handbook are not intended to supersede or override any provisions of the collective bargaining agreement applicable to my employment. In the event of any conflict or inconsistency between the provisions of this Staff Handbook and the provisions of the applicable collective bargaining agreement, the bargaining agreement shall apply.

I also acknowledge that CSUSB reserves the right to revise, delete and add to the provisions of this Staff Handbook. All such revisions, deletions or additions must be in writing and must be signed by the assistant vice president of Human Resources of the university. No oral statements or representations can change the provisions of this Staff Handbook.

Date _____

Employee Signature _____

Employee Name [printed] _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Revised 01/08

Phone: 909-537-5138

Email: hrdept@csusb.edu

Fax: 909-537-7019

**Please sign the
Acknowledgement
and Agreement Form
(Insert)**



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<http://hrd.csusb.edu/contactus.html>



Summer Saver

Earns higher dividends with convenient access to your money.

Paycheck Planner

For employees on a 10- or 11-month pay schedule. Spreads paychecks across 12 months while earning higher dividends.

Direct Deposit

Receive your paycheck one day early when you direct deposit to a SFFCU account.

Auto Loan

Rates as low as 1.84% for new or 1.99% for used. Skip a payment options.

School Employee Mortgage

Reduced loan administration fee and no prepayment penalty.

Computer Loan

Low APR; loan amounts up to \$2,500

Higher Education Loan

Pursue an advanced degree. Variable rate; loan amounts up to \$50,000.

Classroom Supplies Loan

0 % interest, non-credit qualifying loans for teachers to purchase materials beyond what the school's budget may provide.

Uniform Loan

0% interest, non-credit qualifying loans for classified employees to purchase items beyond what the school's budget may provide.

Special Curriculum Loan

Pursue an advanced degree or certificate. Fixed rate; loan amounts up to \$10,000.

Free Coin Star Machine

Our Full Service Branches provide you with a coin counting machine with no fee.

Member Investment Services

Help Members establish investment goals, assess their portfolio, evaluate life insurance coverage, build a retirement plan and open college savings plans Tax Shelter Accounts for School Employees such as 403 (b) and Roth 403 for participating Districts.

BENEFITS

Pages 158-166



PRIVACY POLICY



CSUSB

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BENEFITS



BENEFITS SUMMARY BY UNIT

Bargaining Unit Information	Page 9
3.1) Physicians (Unit 1).....	Pages 10-14
3.2) Support Services (Units 2, 5, 7, 9).....	Pages 15-19
3.3) Faculty (Unit3).....	Pages 20-24
3.4) Academic Support (Unit 4).....	Pages 25-29
3.5) Skilled Crafts (Unit 6).....	Pages 30-34
3.6) Public Safety (Unit 8).....	Pages 35-39
3.7) Confidential (C99).....	Pages 40-44
3.8) Management Personnel Plan (MPP).....	Pages 45-49
3.9) Executives Benefits Summary.....	Pages 50-55



CSUSB

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<http://hrd.csusb.edu/healthBenefits.html>

BENEFITS

Affordable Insurance Plans & CalPERS Retirement Benefits





**Please complete
the Benefit
enrollment
handout by the
end of the
the month.**



Health Program Guide

Describes CalPERS basic health plan eligibility, enrollment, and choices. It provides an overview of CalPERS health plan types and tells you how and when you can make changes to your plan (including what forms and documentation you will need). It also describes how life changes or changes in your employment status can affect your benefits and eligibility.

Health Benefit Summary – Informational help about choosing a health care plan.

<https://www.calpers.ca.gov/> >Under forms and publications

To view the CalPERS Health Plan Comparison chart turn to page 97-130 in your New Employee Orientation Guide



BENEFITS

Pages 97-130

2019 Health Benefit Summary

Features	HMO (Health Maintenance Organization)	PPO (Preferred Provider Organizations)
Accessing health care providers	Contracts with providers (doctors, medical groups, hospitals, labs, pharmacies, etc.) to provide you services at a fixed price	Gives you access to a network of health care providers (doctors, hospitals, labs, pharmacies, etc.) known as preferred providers
Selecting a primary care physician (PCP)	Most HMOs require you to select a PCP who will work with you to manage your health care needs	Does not require you to select a PCP



BENEFITS

Pages 97-130

Features	HMO	PPO
Seeing a specialist	Requires advance approval from the medical group or health plan for some services, such as treatment by a specialist or certain types of tests	Allows you access to many types of services without receiving a referral or advance approval
Obtaining care	Generally requires you to obtain care from providers who are a part of the plan network. Requires you to pay the total cost of services if you obtain care outside the HMO's provider network without a referral from the health plan (except for emergency and urgent care services)	Encourages you to seek services from preferred providers to ensure your deductibles and co-payments are counted toward your calendar year out-of-pocket maximums. Allows you the option of seeing non-preferred providers, but requires you to pay a higher percentage of the bill.



BENEFITS

Pages 97-130

Features	HMO	PPO
Paying for services	Requires you to make a small co-payment for most services	Limits the amount preferred providers can charge you for services Considers the PPO plan payment plus any deductibles and co-payments you make as payment in full for services rendered by a preferred provider



BENEFITS

2019 CSU/CalPERS Medical Plans Employer Contribution Rates and Employee Premium Costs Effective January 1, 2019 through December 31, 2019

Medical Plan	Type of Coverage	ALL Faculty, Staff, Management & Non-Represented Employees			Unit 6 - Skilled Crafts ONLY			2018 to 2019 Cost Difference
		Total Monthly Premium	CSU Monthly Contribution	YOUR MONTHLY COST	Total Monthly Premium	CSU Monthly Contribution	YOUR MONTHLY COST	
ANTHEM HMO SELECT (855) 839-4524 www.anthem.com/ca/calpers	Employee Only	\$742.89	\$734.00	\$8.89	\$742.89	\$739.00	\$3.89	\$ 62.84 less
	Employee + 1 more	\$1,485.78	\$1,398.00	\$87.78	\$1,485.78	\$1,408.00	\$77.78	\$ 128.68 less
	Employee + 2 or more	\$1,931.51	\$1,788.00	\$143.51	\$1,931.51	\$1,808.00	\$123.51	\$ 161.99 less
ANTHEM HMO TRADITIONAL (855) 839-4524 (Significant increase) www.anthem.com/ca/calpers	Employee Only	\$1,034.48	\$734.00	\$300.48	\$1,034.48	\$739.00	\$295.48	\$ 184.14 More
	Employee + 1 more	\$2,068.96	\$1,398.00	\$670.96	\$2,068.96	\$1,408.00	\$660.96	\$ 365.28 More
	Employee + 2 or more	\$2,689.65	\$1,788.00	\$901.65	\$2,689.65	\$1,808.00	\$881.65	\$ 480.17 More
BLUE SHIELD HMO Access+ (800) 334-5847 www.blueshieldca.com/calpers	Employee Only	\$799.03	\$734.00	\$65.03	\$799.03	\$739.00	\$60.03	\$ 37.71 More
	Employee + 1 more	\$1,598.06	\$1,398.00	\$200.06	\$1,598.06	\$1,408.00	\$190.06	\$ 72.42 More
	Employee + 2 or more	\$2,077.48	\$1,788.00	\$289.48	\$2,077.48	\$1,808.00	\$269.48	\$ 99.45 More
HEALTH NET HMO SALUD Y MAS (888) 926-4921 (Limited Dr's some areas) www.healthnet.com/calpers	Employee Only	\$376.89	\$376.89	\$0.00	\$376.89	\$376.89	\$0.00	No Change
	Employee + 1 more	\$753.78	\$753.78	\$0.00	\$753.78	\$753.78	\$0.00	No Change
	Employee + 2 or more	\$979.91	\$979.91	\$0.00	\$979.91	\$979.91	\$0.00	No Change
HEALTH NET HMO SMARTCARE (888) 926-4921 www.healthnet.com/calpers	Employee Only	\$728.70	\$728.70	\$0.00	\$728.70	\$728.70	\$0.00	\$ 65.73 less
	Employee + 1 more	\$1,457.40	\$1,398.00	\$59.40	\$1,457.40	\$1,408.00	\$49.40	\$ 145.06 less
	Employee + 2 or more	\$1,894.62	\$1,788.00	\$106.62	\$1,894.62	\$1,808.00	\$86.62	\$ 183.28 less
KAISER PERMANENTE HMO (800) 464-4000 www.kp.org/calpers	Employee Only	\$708.39	\$708.39	\$0.00	\$708.39	\$708.39	\$0.00	No Change
	Employee + 1 more	\$1,416.78	\$1,398.00	\$18.78	\$1,416.78	\$1,408.00	\$8.78	\$ 39.98 less
	Employee + 2 or more	\$1,841.81	\$1,788.00	\$53.81	\$1,841.81	\$1,808.00	\$33.81	\$ 45.38 less



BENEFITS

2019 CSU Medical Plans - continued

Medical Plan	Type of Coverage	ALL Faculty, Staff, Management & Non-Represented Employees			Unit 6 - Skilled Crafts ONLY			2018 to 2019 Cost Difference
		Total Monthly Premium	CSU Monthly Contribution	YOUR MONTHLY COST	Total Monthly Premium	CSU Monthly Contribution	YOUR MONTHLY COST	
UNITED HEALTHCARE HMO (877) 359-3714 www.uhc.com/calpers	Employee Only	\$695.77	\$695.77	\$0.00	\$695.77	\$695.77	\$0.00	No Change
	Employee + 1 more	\$1,391.54	\$1,391.54	\$0.00	\$1,391.54	\$1,391.54	\$0.00	\$ 32.18 less
	Employee + 2 or more	\$1,809.00	\$1,788.00	\$21.00	\$1,809.00	\$1,808.00	\$1.00	\$ 44.93 less
PERSCare PPO (811) 131-1116 (Significant increase) www.anthem.com/ca/calpers/	Employee Only	\$929.89	\$734.00	\$195.89	\$929.89	\$739.00	\$190.89	\$144.70 more
	Employee + 1 more	\$1,859.78	\$1,398.00	\$461.78	\$1,859.78	\$1,408.00	\$451.78	\$286.40 more
	Employee + 2 or more	\$2,417.71	\$1,788.00	\$629.71	\$2,417.71	\$1,808.00	\$609.71	\$376.81 more
PERS CHOICE PPO (877) 737-7776 www.anthem.com/ca/calpers/	Employee Only	\$764.78	\$734.00	\$30.78	\$764.78	\$739.00	\$25.78	\$ 30.78 more
	Employee + 1 more	\$1,529.56	\$1,398.00	\$131.56	\$1,529.56	\$1,408.00	\$121.56	\$ 60.24 more
	Employee + 2 or more	\$1,988.43	\$1,788.00	\$200.43	\$1,988.43	\$1,808.00	\$180.43	\$ 83.61 more
PERS Select PPO (only in CA) (811) 131-1116 www.anthem.com/ca/calpers/	Employee Only	\$492.24	\$492.24	\$0.00	\$492.24	\$492.24	\$0.00	No Change
	Employee + 1 more	\$984.48	\$984.48	\$0.00	\$984.48	\$984.48	\$0.00	No Change
	Employee + 2 or more	\$1,279.82	\$1,279.82	\$0.00	\$1,279.82	\$1,279.82	\$0.00	No Change
PORAC (R08 Police Officers only) (800) 937-6722 www.porac.org	Employee Only	\$774.00	\$734.00	\$40.00				\$31.00 more
	Employee + 1 more	\$1,623.00	\$1,398.00	\$225.00				\$62.00 more
	Employee + 2 or more	\$2,076.00	\$1,788.00	\$288.00				\$84.00 more
SHARP Performance + (San Diego only) (855) 995-5004 www.sharphealthplan.com/index.php/calpers/	Employee Only	\$593.66	\$593.66	\$0.00	\$593.66	\$593.66	\$0.00	No Change
	Employee + 1 more	\$1,187.32	\$1,187.32	\$0.00	\$1,187.32	\$1,187.32	\$0.00	No Change
	Employee + 2 or more	\$1,543.52	\$1,543.52	\$0.00	\$1,543.52	\$1,543.52	\$0.00	No Change

CSU CONTRIBUTION:	All Faculty, Staff, Mgmt	Skilled Crafts Unit 6
Employee Only	\$734.00	\$739.00
Employee + 1	\$1,398.00	\$1,408.00
Employee + Family	\$1,788.00	\$1,808.00

Attention: Employee monthly deductions are *pre-tax* (*) through TAPP (\$0.17 monthly) unless you opt out of TAPP during Open Enrollment or as a New Hire.

****IMPORTANT** Check your county/zip code to **find out what health plans you're eligible to enroll in** based on your home or work zip code: <https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates/zip-search>



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<http://hrd.csusb.edu/documents/2017HealthRates.pdf>

DENTAL BENEFITS

Turn to Pages
135-139

 DELTA DENTAL[®]

VSP BENEFITS

Pages 140-141



CSUSB

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<http://hrd.csusb.edu/healthBenefits.html>

What is FlexCash?

- An optional benefit plan that allows you to waive CSU medical and/or dental insurance coverage in exchange for cash, provided you have other non-CSU employer sponsored coverage.
- If you waive medical and/or dental insurance coverage, you will receive additional cash in your paycheck each month. The FlexCash payment is treated as taxable income and will be subject to the same payroll taxes (i.e., federal, state, Social Security, Medicare) as regular salary.
- FlexCash will not be considered compensation for retirement purposes. The additional cash income will be reported as income on Form W-2 for the year you receive it.
- FlexCash received for waiving benefits:
 - Medical and Dental, \$140.00 /month
 - Medical (only), \$128.00/month
 - Dental (only), \$12.00 /month

Must complete within 60 days of enrollment or enroll during open enrollment.

Tax Advantage Premium Plan (TAPP)

- TAPP is known as the California State University Premium Conversion Plan.
- Allows you to pay required health plan premiums from your salary on a pre-tax basis. Any such premiums for the CSU-sponsored coverage you have selected will be deducted each month from your salary before federal and state income and Social Security/Medicare taxes are calculated and deducted. It is \$.17 cents per month (\$2.00 per year)
- You will not pay taxes on those premiums—they are converted to tax-free expenses.



Pre-Tax Parking Deduction Plan

The CSU Pre-Tax Parking Deduction Plan allows you to pay for CSU parking expenses with pre-tax dollars.

Available only through payroll deduction for qualified parking as defined by the IRS and established by your campus (e.g. CSU owned, leased or contracted parking facility).

If you are eligible, participation in the Plan is **automatic** unless you choose otherwise. Deductions are taken from your pay before federal, state, Social Security, and Medicare taxes are calculated. Your taxable income is reduced, and consequently, your taxable income reflected on your annual W-2 statement is reduced.



Dependent Care Reimbursement Account (DCRA)

The CSU Dependent Care Reimbursement Account (DCRA), a voluntary benefit for eligible employees, offers you the ability to pay for eligible out-of-pocket dependent care expenses with pre-tax dollars.

Contributions you make to your account are deducted from your pay before federal, state and FICA taxes are calculated.

Expenses eligible to be reimbursed from the Dependent Care Reimbursement Account include certain expenses for dependent care if the care is required in order for you (your spouse or domestic partner) to work.

Please review “Eligible Expenses” section of DCRA form to receive more detailed information provides more information on reimbursable expenses.

Health Care Reimbursement Account (HCRA)

The CSU Health Care Reimbursement Account, a voluntary benefit for eligible employees, offers you the ability to pay for eligible out-of-pocket health care expenses with pre-tax dollars.

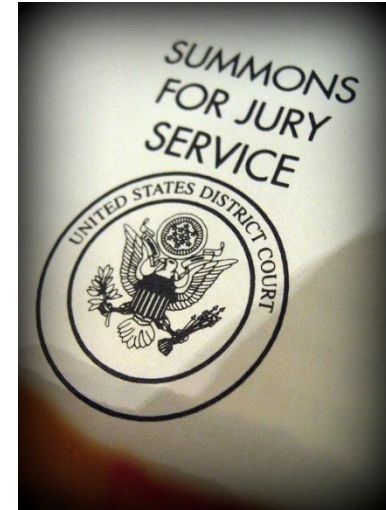
Contributions you make to your account are deducted from your pay before federal, state and FICA taxes are calculated.

Expenses eligible to be reimbursed from the HCRA are expenses that are medically necessary but not covered by your own, or another insurance plan, and are expenses incurred by you, your spouse, and your dependents (IRS Code 152).

Some medical expenses are not reimbursable.

BENEFITS

- Paid Holidays – See CSUSB Calendar
- Vacation, Sick Time, Personal Holiday
- Leave of Absence
 - Parental Leave, Paternity, Maternity
 - FMLA - Family Medical Leave Act
 - Military Leave
 - Jury Duty
 - Bereavement (varies by Collective Bargaining Unit)
- Other Time Off
 - Non-Industrial Disability Insurance Provisions (See Handout)



New Hire Notice – Report Injuries Caused by Work

- **Workers' Compensation (WC):** You may be entitled to WC benefits if you are injured or become ill because of your job. WC covers most work-related physical injuries and illnesses.
- **Examples:** Hurt your back in a fall or diagnosed with Carpal Tunnel Syndrome
- **Action Required:** Report your injury to your Supervisor and Risk Management immediately!



Do not delay your reporting, there are time limits!
If you wait too long, you may lose your right to WC benefits.



BENEFITS

Pages 224-243

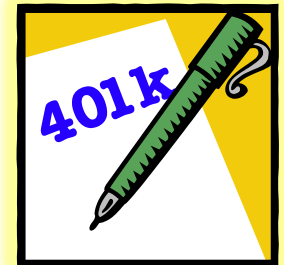
- Aflac – Group Critical Illness
- California Casualty – Insurance Program
- MetLife/MetLaw – Group Legal Plans
- The Standard AD&D Insurance Coverage
- The Standard Group Long Term Disability Insurance
- Wild at Work



BENEFITS

Savings Plans

- Tax- Sheltered Annuity (TSA) Program 403(b)
- Savings Plus Program 401(k) and 457
- ScholarShare College Savings Trust (www.scholarshare.com)
- U.S. Savings Bonds (www.treasurydirect.gov)



BENEFITS Q&A

What questions do you have about your health benefits?

Medical

Voluntary Benefits

Savings Plan

Dental

Vision



RETIREMENT



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<https://www.csusb.edu/human-resources/retirement>



**Please
complete the
“Employer
Paid Life
Beneficiary
Designation”
form
in your folder.**

BENEFITS

State Miscellaneous & Industrial Benefits
Pages 180-225

State Safety Benefits, Unit 8 Only
Pages 226-282

<u>Retirement Plans</u> 5 Year Minimum	Hired prior to 1-15-2011	Hired on or after 1-15-2011	Hired on or after 1-1-2013
State Misc. Tier 1	2% at 55 (12 months highest consecutive compensation) Minimum Age 50	2% at 60 (36 month average compensation) Minimum Age 50	2% at 62 (36 month consecutive, subject to cap) Minimum Age 52
Peace Officer (MPP Public Safety only)	3% at 50 (12 months highest consecutive compensation) Minimum Age 50	2.5% at 55 (36 month average compensation) Minimum Age 50	2.5% at 57 (36 month consecutive, subject to cap) Minimum Age 50
Peace Officer (Unit 8)	3% at 50 (12 months highest consecutive compensation) Minimum Age 50	2.5% at 55 (36 month average compensation) Minimum Age 50	2.5% at 57 (36 month consecutive, subject to cap) Minimum Age 50



BENEFITS



**Please
complete
the
Beneficiary
Designation
handout.**

What Is CalPERS?

- **California Public Employee Retirement System** offers a "defined benefit" plan which provides lifetime benefits that are calculated using a "defined formula," rather than contributions and earnings to a savings plan.
- Retirement benefits are calculated using a member's years of service credit, age at retirement, and final compensation (average salary for a defined period of employment).
- There are a variety of retirement formulas that are determined by the member's employer (state, school, or local public agency); occupation (miscellaneous (general office and others), safety, industrial, or peace officer/firefighter); and the specific provisions in the contract between CalPERS and the employer.



BENEFITS

CalPERS Membership Eligibility

Positions that mandate CalPERS Membership:

- Full-time appointments that exceed six months
- Half-time appointments averaging 20 hours per week for one year or longer
- Appointments of 3 consecutive quarters at 7.5 units or more
- Existing CalPERS member (without exclusions)

Employees not eligible for CalPERS membership are enrolled in the CSU Part Time/Seasonal /Temporary Retirement Program (PST).

Note: If an employee works more than 1,000 hours in a fiscal year under the same employer, CalPERS membership is required effective the month following this threshold

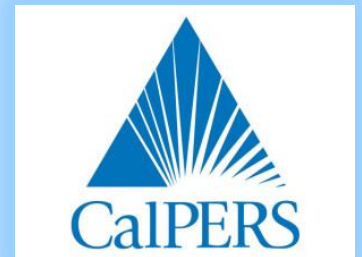


BENEFITS

How Your Retirement is Funded

Three sources fund a defined benefit plan like CalPERS:

1. Employees generally make contributions into the system. The percentage of your contribution is fixed by statute and varies from about 5% - 11% of your earnings, depending on the plan type and whether you are covered by Social Security.
2. Earnings from the investment of system assets in stocks, bonds, real estate, and other investment vehicles. The amount contributed from this source fluctuates from year to year.
3. Employer contributions.



BENEFITS

Three Factors in Calculating Your Retirement Benefit:

- **Service Credit:** Earn service credit for each year or partial year you work under CalPERS membership. A full-time employee who works at least 10 months per fiscal year will earn 1.0 years of service credit. For each month of full-time employment, .10 years of service credit is earned. Part-time employees accrue service credit on a pro-rated basis.
- **Benefit Factor:** Percentage of pay to which you are entitled for each year of service. It is determined by your age at retirement and the retirement formula you qualify for.
- **Final Compensation:** Average full-time monthly pay rate and special compensation for your 12 or 36 months of employment (depending upon your hire / membership date). The full-time pay rate is used, not your earnings. If you work part-time, your full-time equivalent pay rate will be used to determine your final compensation. For example, if an employee works half-time (.50), and earns \$2,000 per month because the actual pay rate is \$4,000 per month, the pay rate used for final compensation calculation purposes would be \$4,000 per month.



RETIREMENT Q & A

What questions do you have
about your retirement?



COYOTE



DINING



@coyote

SOCIAL & BEHAVIORAL SCIENCES
(located on 1st floor)
COYOTE MARKET
DUNKIN' BEER
BAGELS
Mon-Thur 7:30am-9:00pm
Fri 7:30am-5:00pm
Sat-Sun Closed

JOHN M. PFAU LIBRARY
(located on 1st floor)
STARBUCKS®
Mon-Thur 7:00am-10:00pm
Fri 7:30am-5:00pm
Sat-Sun 11:00am-5:00pm

JACK H. BROWN HALL
(located on 1st floor)
COYOTE MARKET
Mon-Thur 7:30am-5:00pm
Fri 7:30am-2:00pm
Sat-Sun Closed

SANTOS MANUEL STUDENT UNION
COYOTE MARKET
Mon-Thur 7:30am-8:00pm
Fri 7:30am-2:00pm
Sat-Sun Closed
WOW
Mon-Thur 7:30am-8:00pm
Fri 7:30am-5:00pm
Sat-Sun Closed
The Factory
Mon-Thur 10:30am-7:30pm
Fri 10:30am-2:00pm
Sat-Sun Closed
subconnection
by sodexo
Mon-Thur 10:30am-5:30pm
Fri 10:30am-2:00pm
Sat-Sun Closed
PIZZA HUT
Mon-Thur 10:30am-5:30pm
Fri 10:30am-5:00pm
Sat-Sun Closed

SANTOS MANUEL STUDENT UNION
TACO BELL
Mon-Thur 10:30am-8:00pm
Fri 10:30am-2:00pm
Sat-Sun Closed
THE BLUE COYOTE
BY A CATERER
(located on 2nd floor)
Mon-Thur 11:30am-9:00pm
Fri 11:30am-7:00pm
Sat-Sun Closed

COYOTE COMMONS
Mon-Fri 7:00am-10:00am
& 11:00am-2:00pm
& 5:00pm-8:00pm
Sat-Sun 10:00am-2:00pm
& 5:00pm-8:00pm
HOWL & CAVAL
Mon-Thur 7:30am-Midnight
Fri-Sat 7:30am-10:00pm
Sun 8:00am-Midnight

Hours subject to change during holidays and finals week. For more information please visit csusbining.sodexo.com

Why YOU should dine on campus?

- Various locations
- Variety
- All-you-care-to-eat at the Coyote Commons
- Extended hours
- Savings on a meal plan





MEAL PLANS MAKE YOU SMARTER

Buy a Meal Plan Today

shop-csusbdining.sodexomyway.com



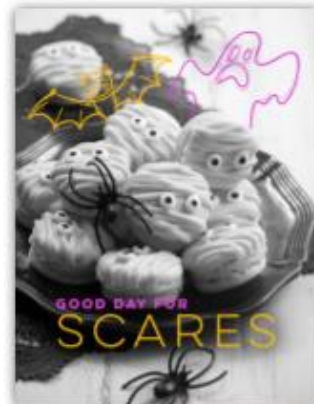
CSUSB WE DEFINE THE *Future*

Themed Events

Cue the Celebration...

From Homecoming to Fall Fest, Welcome Week to Winter Holiday and every special time in between, students will be captivated by a newly designed portfolio of marketing collateral, complete with social media engagement, digital screen artwork and more. These special times of year are the perfect opportunities to highlight all your campus dining program has to offer!

**HAVE YOU
HEARD?
HOLIDAYS HAVE
A NEW LOOK!**



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COYOTE



DINING

Questions?



@coyote

BREAK



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BENEFITS

CSU Fee Waiver and Reduction Program

- Provides a waiver or reduction of certain fees for eligible employees who enroll in courses at a CSU.
 - Waives one CSU application fee.
- Applies to one of the 23 CSU campuses.
- Admission to any CSU campus is not guaranteed. Applicants must meet all university admission requirements.
 - Campus administration will determine if space is available in a particular program or class.
- Some fees that are waived or reduced for CSUSB employees cannot be waived for dependents.
- Applies to CSU state-supported general fund courses only.
- Eligible employees may transfer their fee waiver benefit to a spouse, dependent child or domestic partner.
- **Sign up for one of our “Understanding Your CSU Fee Waiver Benefit” workshops.**
 - **Lurdes Valdez at ext. 73635 or lurdes.valdez@csusb.edu**



MANDATORY TRAINING

New Learning Portal | SumTotal



We are pleased to announce by the end of January 2019, CSU San Bernardino will be migrating from SkillSoft to a new streamlined learning portal for faculty and staff: SumTotal (also known as CSULearn). The new learning portal will allow the CSU to assign, track and leverage content ranging from professional development to compliance content.

Why SumTotal?

SumTotal will provide a system which meets the CSU's growing needs, including flexibility for training assignment criteria, support for employees with multiple roles, extensive reporting and analytics, and a more dynamic user experience. SumTotal's client base and success stories reached familiar partners such as the University of California system (UC) and other highly regulated industries including pharmaceuticals and airlines.

OUR ROLE



“Every employee plays a role to move this institution forward, plays a role in student success — from the employee who cleans the buildings to the provost.”



CSUSB WE DEFINE THE *Future*

UNION REPRESENTATION





- Representing Collective Bargaining Unit 4
- Ensuring a Quality CSU Education with Expertise, Support & Compassion
- Academic Professionals of California (APC) union members share their expertise along every step of a student's academic path
- Provide students with assistance selecting classes, determining majors, finding career paths, acquiring financial assistance and developing academic success strategies
- Helping Make Dreams Come True
- <http://apc1002.org/>





California State University Employees Union

Our purpose is to maintain the highest possible quality of life of all our members and their families by negotiating a strong living wage, augmented by employer and union benefits.

Our focus is protecting, maintaining and enhancing wages, hours and working conditions for our bargaining units and represented members.



R02 – Health Care Support (e.g. Clinical Aid, Health Educator, LVN, Pharmacist)

R05 – Operations and Support Services (e.g. Custodian, Food Service, Groundswoker)

R07 – Clerical and Administrative (e.g. Administrative Support Assistant, Administrative Support Coordinator, Buyer, Library Assistant, Parking Officer, Payroll Technician, Police Dispatcher)

R09 – Technical and Support Services (e.g. Accountant, Administrative Analyst / Specialist, Analyst / Programmer, Animal Health Technician, Equipment Systems Specialist, Equipment Technician, Graphic Designer, Information Technology Consultant, Instructional Support Technician)

<https://www.csueu.org/Chapters/SanBernardino.aspx>



Teamsters 2010

Collective Bargaining Unit 6 (R06)

<https://teamsters2010.org/>

Teamsters Local 2010 represents over 2,400 Skilled Trades Workers at California State and the University of California. We are electricians, elevator mechanics, plumbers, facilities workers and other trades workers who keep the school running smoothly and safely for staff and students. Sample positions in R06 include the following:

- Air Conditioning/Refrigeration Mechanic
- Building Service Engineer
- Carpenter
- Electrician
- Locksmith
- Plumber



Statewide University Police Association

Collective Bargaining Unit 8(R08)

<http://supapolice.org/>

It is the primary objective of SUPA to vigilantly protect, promote, and improve the working conditions, legal rights, compensation and benefits of the California State University Police Officers, Corporals and Sergeants.

SUPA Values

Integrity: Safeguarding the legal rights, privileges and dignity of all people.

Trust: Maintaining the highest level of trust and honesty with those we serve by holding ourselves to the highest standards of performance.

Commitment: Exhibiting the spirit of determination and dedication that leads to professionalism and the achievement of excellence in every endeavor.

Courage: Sustaining the mental, moral and physical strength necessary to carry us through the challenges of policing.

We remain resolute in our mission to "Protect and Serve".



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BENEFITS OF WORKING AT CSUSB

ASSOCIATED STUDENT INCORPORATED

Associated Students Incorporated Box Office: Offers discount tickets to major theme parks, movie theaters and other special events. Visit: <http://asi.csusb.edu>



MUSIC BOX OFFICE

The department hosts several musical events throughout the year, typically jazz, string orchestra, symphonic band and choir. Performances are for our surrounding community to enjoy and for our students to gain performance experience. For more information, visit: <http://music.csusb.edu/>.

UNIVERSITY THEATRE

The Theatre Arts Department season includes three or four main stage plays and several lab productions during the academic year. For more information, visit: <http://theatre.csusb.edu/>

INDIAN WELLS THEATER- PDC

The department season includes three or four main stage plays during the academic year. For more information, visit: <http://www.pdc.csusb.edu/eventsTheater.html>



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<http://asi.csusb.edu> ,

KEY CAMPUS LOCATIONS



The Robert And Frances Fullerton Museum of Art showcases our world-class collection of ancient Egyptian art and temporary exhibitions of contemporary art, featuring emerging and established artists alike. For more information, visit <http://raffma.csusb.edu/index.html>

MURILLO FAMILY OBSERVATORY

State-of-the-art observatory and the only teaching facility of its kind in the Inland Empire. Houses two telescopes, an observation deck, seating and room for classroom facilities.

Visitor Night the second Friday of each month from 7:00 pm- 10:00 pm!
For more information visit <https://www.csusb.edu/observatory>



JOHN M. PFAU LIBRARY

Modern hybrid library providing services and resources current with technological innovations either in person or via the web. Services include; book and movie rentals, printing & copying, meeting room reservations, and innovation lab.

For more information visit <http://library.csusb.edu/index.html>

PAYROLL

CSU's paying agent is the State Controller's Office (SCO). The SCO is responsible for generating all paychecks.

All CSUSB employees are paid **monthly** and the pay days are dependent upon the type of pay and/or appointment processed.

Pay Period	Payday	Direct Deposit Posting Dates
January 2019	1/30/2019	1/31/2019
February 2019	2/28/2018	3/1/2019
March 2019	3/29/2019	4/1/2019
April 2019	4/30/2019	5/1/2019
May 2019	5/30/2019	5/31/2019
June 2019	6/28/2019	7/1/2019
July 2019	7/30/2019	7/31/2019
August 2019	8/29/2019	8/30/2019
September 2019	9/30/2019	10/1/2019
October 2019	10/30/2019	10/31/2019
November 2019	11/27/2019	12/2/2019
December 2019	12/31/2019	1/2/2020

December 2019 pay check will be dispersed in person, more details to be announced!



PAYROLL CHECKS

- SCO sends the checks to our Student Financial Services Office who then distributes the checks to each department after 3:00 p.m.; 11:00 a.m. at Facilities Services
- Copies of check stubs are not available (neither physical or online) – keep your stubs, Payroll can give printouts with pay stub info but are not official. Also, employees can use “View Paycheck” from Self Service in PeopleSoft
- Deductions can include Federal & State tax plus your retirement contribution
- Social security and Medicare deductions based on the retirement plan you qualify for (PST or CalPERS)
- Voluntary deductions may include parking, Tax Sheltered Annuity (TSA), Life Insurance, employee’s share of healthcare premiums, etc.
- **Always** check pay stubs for accuracy



UNDERSTANDING YOUR PAYSTUB

This handout is included in your Onboarding materials

UNDERSTANDING YOUR STATE OF CALIFORNIA PAY WARRANT

1 "Take Home" Pay

2 Campus Information

3 Your Withholding Information. To make changes please visit Human Resources.

4 Your SSN (last 4 digits) and Bank Info

5 Your Monthly Deductions
The contributions and/or deductions that you are responsible for appear in this section, including federal and state taxes. Your voluntary deductions also appear in this section, including contributions toward: your share of the health plan premium, CalPERS retirement (employee portion), TSA or Savings Plus Plan accounts, flexible spending Plans (Pre-Tax Parking, Health Care and/or Dependent Care Reimbursement Account Plans), Voluntary Life Insurance, Long Term Care Insurance, credit union accounts, California Casualty, Savings Bonds and Collective Bargaining Dues (if applicable), etc. Items marked with an asterisk are calculated on a pre-tax basis and affect your taxable gross.

6 Track your medical premiums and/or flex cash here

7 Dental and Vision Deductions must appear here

4 Employer Contributions
This section contains contribution amounts for benefits that CSU is paying on your behalf, based upon your benefits eligibility. Employer-paid contributions include: Social Security and Medicare; health, dental and vision benefits; CalPERS retirement (employer portion); CSU paid life insurance and Long-Term Disability.

7 Messages from the SCO

IT IS YOUR RESPONSIBILITY TO MONITOR YOUR PAY WARRANT ON A MONTHLY BASIS TO ENSURE THAT THE PROPER BENEFIT DEDUCTIONS ARE BEING PROCESSED. ANY DISCREPANCIES SHOULD BE REPORTED TO PAYROLL (75159).

Note: New employees may not see deductions on their first pay warrant. Expect a double deduction the following month.

STATE OF CALIFORNIA
SACRAMENTO

THE TREASURER OF THE STATE WILL PAY OUT OF THE STATE PAYROLL REVOLVING FUND

WARRANT NUMBER
01-994620

90-1342
1211

ISSUE DATE
07 31 2015

DOLLARS: CENTS
\$*1063.89

233-574
AGENCY UNIT

Betty T. Yee
BETTY T. YEE
CALIFORNIA STATE CONTROLLER

This warrant is void one (1) year from issue date.

⑆ 1 2 1 1 1 3 4 2 3 ⑆ 0 1 9 9 4 6 2 0 5 ⑆

STATE OF CALIFORNIA¹

STATEMENT OF EARNINGS AND DEDUCTIONS

OFFICE OF STATE CONTROLLER

AGY/UNIT 233-574 PAY PERIOD 07/15 WARRANT NU 01-994620
 TAX YEAR 15 ISSUE DATE 07/31/15
 TAX STATUS FED S-02 STATE S-02

	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	2056.86	1774.29	992.97	1063.89
YEAR-TO-DATE ¹	17579.15			

EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR	18	4.00	2056.86	FEDERAL TAX	98.96
				STATE TAX	4.81
				*RETIREMENT	77.19
				SOC SEC	114.79
				MEDICARE	26.85
				*F BLSHADAV	190.32
				DELTA II	.00
				VIS-VSP	.00
				FLEX ADMIN	.17
				LIFE INS	.00
				ACCT RCVBL	117.44
				CSEACSD	23.98
				*PARKING	15.06
				NYL AD INS	14.00
				CSU LA CU	300.00
				NYLTRVACCDT	9.40

EMPLOYER CONTRIBUTIONS (current and adjustments)			
RETIREMENT	SOC SEC	HLTH/FLEX	
517.30	114.79	1246.00	
MEDICARE	DENTAL	VISION	
26.85	87.96	7.87	
LIFE INS			
1.50			

DIRECT DEPOSIT

- Faculty with one (1) year appointments, Staff, Hourly employees, and Students are eligible
- Employees on leave will have their direct deposit cancelled until they have returned to work
- Direct deposits are processed by the SCO and can take 30-45 days (i.e. two pay cycles)
- Handouts include Direct Deposit pay postings and a form to sign up
- Lost checks issued by the SCO and can take 3-5 weeks to replace
- Payroll Department cannot issue salary advances for lost checks



LEAVE CREDITS

- Personal Holiday is earned on the day of hire and must be used by December 31st each year
- Sick and vacation accrual can be used in the pay period following the pay period earned
- Compensatory Time Off (CTO), Additional Day Off (ADO), and Holiday Credit (HC) can be used at any time after earned
- Non-exempt employees must use vacation and sick leave credits in partial hour increments; Exempt employees use full days
- Transfer of State Service credits (or leave credits) – to/from other CSU and State Agencies



MYCOYOTE SELF SERVICE

First, Click on MyEmployment

The screenshot shows the myCoyote dashboard with a grid of service tiles. A large blue arrow points to the 'My Employment' tile. The tiles include:

- Student Email**: Access your @coyote.csusb.edu email
- Faculty and Staff Email**: Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more
- Blackboard**: Access online materials for your courses
- ITS BULLETIN**: Notification - CSUSB Software. ITS offers FREE software for students, faculty and staff! Find out what's available @ www.csusb.edu/its/software
- Advisor Center**: Access your advisee's academic records
- My Academics**: Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services
- My Personal Information**: View and/or update items such as your email addresses, phone numbers, and addresses
- My Employment**: Time & Attendance, Benefits, Paycheck, Travel, Skillssoft, Lynda.com, and more
- My Financials**: Make a Payment, View My Financial Aid, My Financial Activity, and CSUSB Scholarship Site
- Degree Progress**: PAWS, myCAP, Unofficial Transcripts, and Commencement Registration
- Quarter to Semester Conversion**: Semesters are coming Fall 2020!
- My Status**: Application Status, Admission Transcript Status, and Training Status
- Collaborate**: Zoom Video Conferencing, Google Drive, and Surveys
- Employment Opportunities**: Search employment opportunities
- Administrative Systems**: PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more

Then you will see self-service options

The screenshot shows the myCoyote dashboard with a grid of self-service options. A large blue arrow points to the 'View Paycheck' tile. The tiles include:

- Absence Entry**: Enter, update, and void absence events
- Absence Balance Inquiry**: View current balances as of the latest finalized pay period
- Benefits Summary**: View a summary of your employee benefit data
- View Paycheck**: View a list of your paychecks by check date
- Email Spam Control**: Manage the spam email in your employee email with Proofpoint
- NeoGov - Perform**: Performance management for staff members
- Travel**: Electronic travel requests, travel booking options, and electronic expense reports
- Skillssoft**: Campus learning management system for compliance training and professional development
- Lynda.com**: View professional development videos
- Disability Survey**: OFCCP Voluntary Self-Identification of Disability for Employees
- Veterans Survey**: OFCCP Veteran Self-Identification Form for Employees (Voluntary)



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<https://weblogon.csusb.edu/cas/login?service=https%3A%2F%2Fmy.csusb.edu%2Fpaf%2Fauthorize>

MORE ON PAYROLL

- Everyone must report time earned, used, or 'No Time Taken' each pay period
- Some departments are centralized – meaning the timekeeper's enter all time
- Timekeeper's review time entered and manager's (MPP) approve the time
- Keep your address current with HR. W2's and other documents are mailed to the address on HR file
- W-2's are issued by SCO – duplicates cost \$8.50
- Jury Duty
- Each college and/or department has an assigned Payroll Technician but any Payroll Tech can answer your questions. The main Payroll line is extension is 75159
- More information available on Payroll's website



PARKING SERVICES

Parking & Transportation Services is located in University Hall, Room 039.

Parking Enforcement: Permits are required for parking on the CSUSB campus at all times - 24 hours a day, 7 days a week. All regulations i.e. 30 minutes, carpool, faculty/staff, service vehicles, disabled spaces are enforced 24 hours a day 7 days a week. Annual, Quarterly, and Daily Parking Permits are available. Annual and Quarterly permits may be [purchased online on our purchase parking permit webpage](#).

A special permit/decal is required to park in Carpool spaces and Serrano, Arrowhead Village/University Resident Spaces. Daily Carpool permits are available at the Information Centers on University Parkway or Coyote Drive. A valid daily, quarterly or annual permit must be displayed along with the daily carpool permit.

Services Provided: Parking Services provides complimentary battery jumps and vehicle unlocks while at CSUSB. To utilize this service please call (909) 537-5165 or dial 75165 from any campus phone. Please have 1) make and model of vehicle, 2) License plate number, 3) Parking Lot and Row vehicle is parked in, and 4) proper identification.

Forget your parking pass? Proceed to the Parking Services Kiosk at the end of University Parkway, provide your CoyoteOne Card and ask for a temporary parking pass. Temporary Parking Passes available to employees up to three (3) times per academic year.

<http://parking.csusb.edu/>

PARKING SERVICES

Parking & Transportation Services is located in University Hall, Room 039.

Defensive Driving Test

The successful completion of a CSU approved defensive driving course is required every four (4) years for all State employees who will be driving a state vehicle or privately owned vehicle on official state business, including electric carts. This is mandated by the State for liability purposes.

Upon completion of the course, you will need to bring a copy of the Certificate of Completion, the [Authorization to Use a State Vehicle form](#), and your driver's license to Parking Services & Transportation Services department (UH-039) to receive your Defensive Driving Card.

Employees must be 18 years of age or older and possess a valid California driver's license. The card should be carried with a valid Driver's License at all times. The Defensive Driving Card is not to be substituted for a valid driver's license. For further questions, please call us at (909) 537-5912.

<http://parking.csusb.edu/>

RIDESHARE INCENTIVES

Parking &
Transportation
Services is
located in
University Hall,
Room 039.

➤ Eligibility:

- Faculty and staff, including student workers who utilize an alternative mode of transportation (e.g. carpool, vanpool, mass transit, bicycle, walk or Metrolink) at least two (2) days per week and arrive to work between the hours of 6:00am and 10:00am are eligible to participate.
- Employees must be half-time or more in an appointment that exceeds six (6) months.
- Students must register quarterly and provide a copy of their current class and work schedule signed by their supervisor at the time of registration.

➤ Incentives:

- Receives \$1.00 per day *Coyote Cash* loaded on your CoyoteOne Card quarterly; *Coyote Cash* is good at any eatery or retail store on campus **excluding** the ASI Box Office and the Coyote Pub
- Free Omni Bus Pass in lieu of CoyoteOne Card Incentives
- Preferential Parking in carpool designated parking spaces
- Guaranteed Ride Home (Emergency Basis) – Notification before 4:00pm is needed
- Online Carpool Match List – Assistance finding a rideshare partner
- Rideshare Member Benefits and Rewards Book

TRANSPORTATION SERVICES

➤ Shuttle Service Between Palm Desert Campus (PDC) and San Bernardino (SB) campus:

- ***Shuttle 1:** Departs PDC at 6:15am and arrives at SB at 8:00am then departs SB at 4:10pm and arrives at PDC at 5:30pm
- ***Shuttle 2:** Departs PDC at 7:50am and arrives at SB 9:20am then departs SB at 6:10 pm and arrives at PDC at 7:40pm

*All times are subject to revision or change due to need, weather or traffic.

➤ Electric Vehicle Charging (EVC) Stations:

- CSUSB has six (6) electric vehicle charging stations. EVC stations are located in Parking Structure East (level 1) , Parking Structure West (level 1) and Parking Lot C.
- The stations are available for faculty, staff, students, and visitors.
- For more information on the EVC stations, please visit the following website at: <http://sustainability.csusb.edu/Projects/EVChargingStations.html>.

INFORMATION TECHNOLOGY SERVICES

For Staff and Faculty



Supporting Student Success



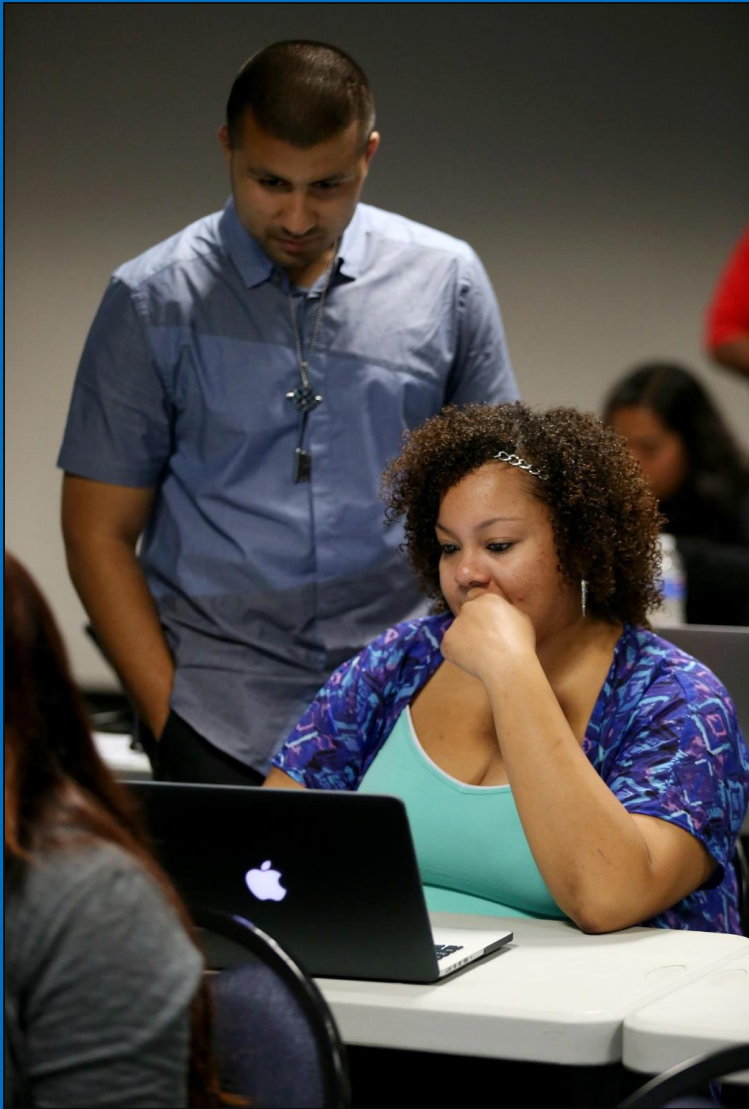
We help you every step of the way.



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Software Resources

- Office 365
- ESET Antivirus
- Zoom
- Coyote Email
- Statistical Software
- IBM Watson
- Adobe Acrobat Pro DC

Visit: <https://www.csusb.edu/its/software>



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Technology Support Center

- Coyote OneCard
- Blackboard Help
- Student Email
- MyCoyote Portal
- Computer Labs
- Software Licenses
- Hardware Repair

PL-1108

Mon – Fri: 6am -12am

Sat & Sun: 7am to 7pm

Call: 909-537-7677.

Email: support@csusb.edu

Web: <https://www.csusb.edu/its>

FACULTY AND STAFF RESOURCES

Offered by Information Technology Services

ACCESSIBILITY SUPPORT

BLACKBOARD SUPPORT

CSUSB MOBILE

CLASSROOM SUPPORT

DESKTOP SUPPORT

DISTANCE LEARNING

EMAIL SUPPORT

INSTRUCTIONAL DESIGN

INFORMATION SECURITY

INSTRUCTIONAL TECHNOLOGY

PROJECT MANAGEMENT

SOFTWARE

SPECIALTY SOFTWARE

TECH CONSULTING

VIDEO CONFERENCING

TELECOMMUNICATIONS

WEB SERVICES



QUESTIONS

Call:

909-537-7677.

Email: support@csusb.edu

Web:

<https://www.csusb.edu/its>





ACCESSIBILITY OVERVIEW FOR NEW EMPLOYEES

CSU Board of Trustees Executive Order (EO) 1111

- **Updated** May 2018: CSU Board of Trustees Policy on Disability Support and Accommodations
- Supersedes EO 926 from 2004

Accessible Technology Initiative

- Coded Memorandum AA-2013-03
- Three areas of improvement at each campus:
 - Web
 - Instructional Materials
 - Procurement of Information Communication Technologies (ICT)

What is Accessibility?

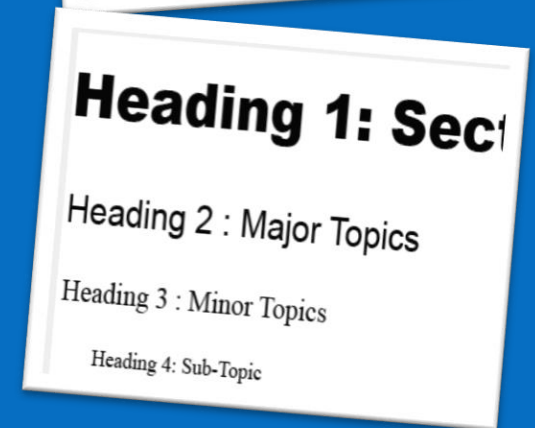
- Defines the experience of users with disabilities accessing information
 - Assistive technologies interpret webpages, program interfaces, electronic information
- How information, software, and content is designed
 - Accessible content creation



WEB, DOCUMENT, AND MULTIMEDIA ACCESSIBILITY

Accessibility Overview

- Proper heading use & structure
- Images have alt attributes
- Descriptive links
- Check color contrast
- Ensure forms are accessible



Common Accessibility Snafus

- [Click here](#) is a commonly used non-descriptive link
- Color contrast is often second to aesthetics
- Using fonts that aren't readable
- “Snazzy” flashy, bouncy, distracting animations
- Images of text versus real text

ACCESSIBLE PROCUREMENT OVERVIEW

Accessible Procurement Overview

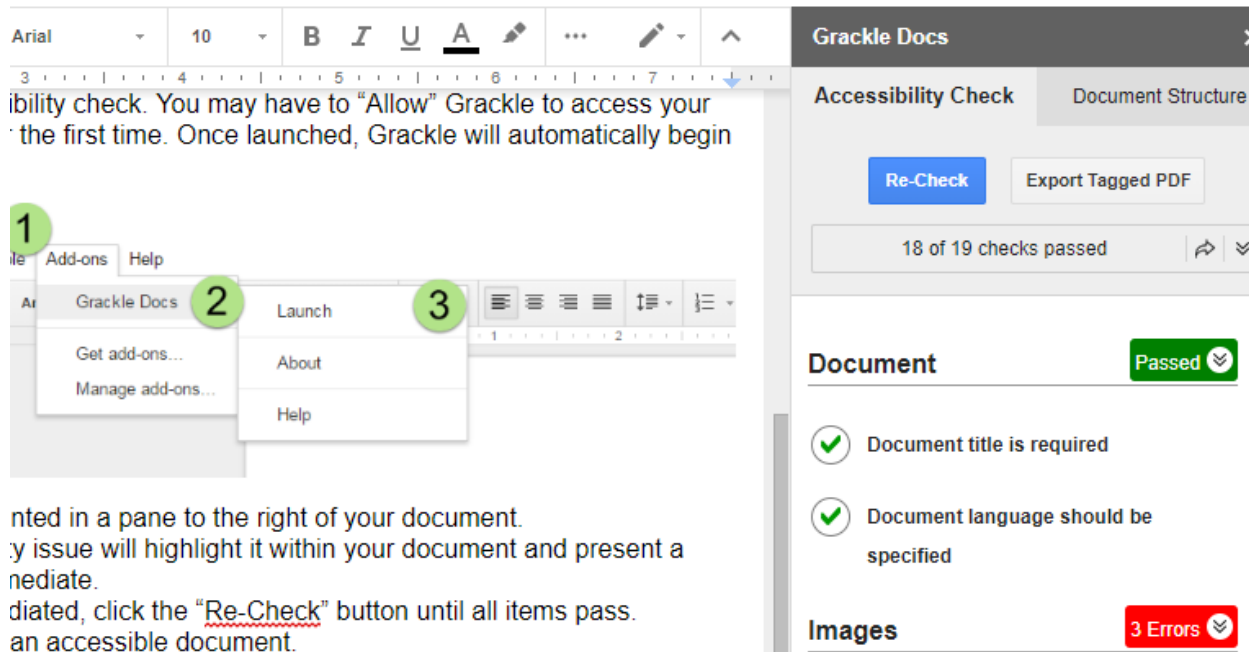
- Applies when purchasing Information Communication Technologies (ICT)
- Certain ICT is pre-approved and does not apply
- Review the process at the following website:
csusb.edu/accessible-technology/procurement

Accessible Procurement Overview

- Requestor completes [ICT Accessibility Review form](#)
- Based on input impact is determined for review
 - Low, medium, high impact
- Accessible Technology reviews product accessibility
 - VPAT is reviewed, questions to vendor, Accessibility Roadmap, EEAAP

ACCESSIBILITY TOOLS

Grackle Docs Add-on in Google Docs



The image shows a Google Docs document with the Grackle Docs add-on installed. The document text reads: "ibility check. You may have to "Allow" Grackle to access your the first time. Once launched, Grackle will automatically begin".

Three numbered steps are highlighted in green circles:

1. Click on the "Add-ons" menu.
2. Click on "Grackle Docs" in the dropdown menu.
3. Click on "Launch" in the sub-menu.

The Grackle Docs pane is open on the right side of the document. It has two tabs: "Accessibility Check" (selected) and "Document Structure". The "Accessibility Check" tab contains a "Re-Check" button and an "Export Tagged PDF" button. Below these buttons, it shows "18 of 19 checks passed" with a refresh icon and a dropdown arrow. The "Document" section shows a green "Passed" status with a dropdown arrow. Below this, two items are listed with green checkmarks:

- Document title is required
- Document language should be specified

The "Images" section shows a red "3 Errors" status with a dropdown arrow.

nted in a pane to the right of your document.
y issue will highlight it within your document and present a mediate.
diated, click the "Re-Check" button until all items pass.
an accessible document.

Web Accessibility Evaluation Toolbar

WAVE
web accessibility evaluation tool

csusb.edu

Styles No Styles Contrast

Summary

WAVE has detected the following:

- 0 Errors
- 22 Alerts
- 37 Features
- 65 Structural Elements
- 43 HTML5 and ARIA
- 97 Contrast Errors

myCoyote Palm Des

CSUSB

alt TAB

Accessible Technology Team

- **Leon McNaught, M.S., CPACC, ATACP**
 - Accessible Technology Coordinator
- **Kevin Cleppe M.S.**
 - Assistive Technologist: ATAC Lab
- **Christine Fundell, M.P.A., CPACC**
 - IM Accessibility Specialist
- **Rosa Padilla, B.A., CPACC**
 - Web Accessibility Specialist
- **Constance Jones M.A., ATACP**
 - ICT Accessibility Specialist



Become an Accessibility Ally on Global Accessibility Awareness Day

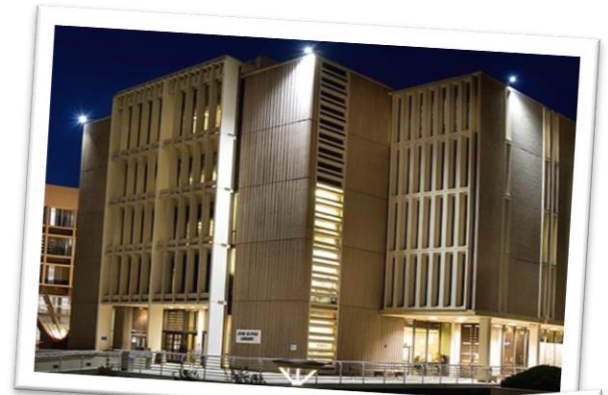
Accessible Technology Team: accessibility@csusb.edu x75079

WRAP UP & QUESTIONS

Office of Ombuds Services

- Role of University Ombuds Officer
- When should I contact the Office of Ombuds Services?
- Are there disputes Office of Ombuds Services does not address?
- What will I gain by coming to the Office of Ombuds Services?
- What does Confidentiality mean?
- Questions

<http://ombuds.csusb.edu/>



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DIVERSITY AT CSUSB

AFSSA : <http://afssa.csusb.edu/> - The mission of AFSSA is to promote awareness of Asian/Pacific American culture, and, to coordinate and promote activities leading to the betterment of Asian/Pacific Americans at CSUSB and beyond. Further, AFSSA aims to identify issues, advance equality and diversity on campus, and foster interaction and partnership between the university and the API community.

To join please email: afssa@csusb.edu

ALFSS: <http://alfss.csusb.edu/>: The purpose of ALFSS is to encourage the involvement of students, staff, faculty and administrators of the University community in issues pertinent to Latinos.

To join please email alfss@csusb.edu

BFSSA: <https://www.csusb.edu/bfssa>: The mission of Black Faculty, Staff and Student Association is to represent the interests of Black students, faculty, staff and administrators, and to support the academic mission of the university.

To join please email bfssa@csusb.edu

LGBTQA: <http://lgbtqa.csusb.edu/>: The mission of the LGBTQA Faculty, Staff and Student Association is to create and ensure a welcoming, safe, and supportive environment for our LGBTQQAAP campus community while providing events that support CSUSB's mission of diversity, inclusion and social justice.

To join please email jhonn@csusb.edu

Coyote Dreamers Ally Network: CDAN is a network of faculty, staff, and community members committed to providing services to the undocumented and DREAMers student body at CSUSB.

To join please email coyote.dreamers@gmail.com



For more:

www.csusb.edu/diversity-inclusion

ATHLETICS

The Cal State San Bernardino Coyotes are a member of the National Collegiate Athletic Association (NCAA) since athletics became a recognized facet of the university in the fall of 1984.

WOMEN'S SPORTS

- Basketball
- Cross Country
- Soccer
- Softball
- Volleyball
- Track and Field
- Cheer and Dance

MEN'S SPORTS

- Baseball
- Basketball
- Golf
- Soccer



CSUSB Premier Soccer Field with Coussoulis Arena, tennis courts, softball field, pool in background.

<http://csusbathletics.com/index.aspx>

CSUSB™

RECREATION & WELLNESS

The mission of the Recreational Sports Department is to provide a variety of safe and enjoyable programs and facilities to meet the diverse needs of the CSUSB community by creating a healthy social environment, enriching the quality of life and enhancing the educational experience.

- Aquatics and Climbing Wall
- Treadmills, Elliptical, Bicycles, and Free Weights
- Outdoor Activities and Personal Training (Fee may apply)
- Group Exercise Classes (Hip Hop, Yoga, Zumba)



<http://www.csusbrecsports.com/>

Membership Rates:

Annual: \$140.00

Academic Year (Sept
June only): \$125.00

Quarterly: \$45.00

Monthly: \$30.00

Daily: \$5.00

Presidential
Incentive

DEPARTMENT OF RISK MANAGEMENT

The Department of Risk Management includes Environmental Health and Safety, Emergency Management/Business Continuity, Worker's Compensation, Insurance, and Risk Management

Risk Management

Mitigates risks and reduce their associated costs that may have a negative impact on the mission of the University. For more information please visit us at: <http://riskmanagement.csusb.edu/>

Workers' Compensation

Ensures that all components of the workers' compensation program are effectively meeting the needs of the injured worker with the highest degree of integrity. For more information please visit us at: www.csusb.edu/ehs/forms

Environmental Health and Safety

Identifies and eliminates hazards and provides safety training to promote a safe and secure environment on campus. For more information please visit us at: www.csusb.edu/ehs

Emergency Management/Business Continuity

Establishes procedures, protocols, and plans to ensure the effective management of campus operations during emergency situations. For more information please visit us at: <http://riskmanagement.csusb.edu/emergencymanagement/>

Preparedness Reference Guide

Please read the *Preparedness Reference Guide* to provide direction and instruction in the event of an emergency on campus. The guide may be referenced here: <http://riskmanagement.csusb.edu/emergencymanagement/preparednessReferenceGuide.html>



UNIVERSITY POLICE

Strives to provide professional "Quality Service" with honor, integrity, and a commitment to excellence to the community. We perform our mission through diligent crime prevention, victim assistance, disaster preparedness, and problem-oriented policing. We strive daily to live by our department motto, "Campus Safety through Service".



Campus Escort Service

- Dispatches a Community Service Officer to escorts you by foot, department golf cart, or state vehicle to your vehicle.
- Available 24 hours a day, 7 days a week
- To request service, call (909) 537-7777 or extension 7777.



Emergency Notifications

- Emails sent to campus listserv
- Alert notifications sent as text messages



If you see something, say something!

Webpage: <http://police.csusb.edu/>

Active Shooter Video: <https://www.youtube.com/watch?v=XYHBTMeXsC4&feature=youtu.be>

TITLE IX NOTICE OF NONDISCRIMINATION

Located in the Santos Manuel
Student Union, Room 103.

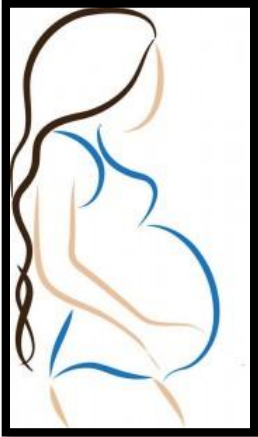
The CSU does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

- Sex Discrimination
- Sexual Violence
- Sexual Battery
- Concept of Consent
- Provides on- and off-campus resources
- Sexual Harassment
- Sexual Assault
- Rape
- Acquaintance Rape
- Domestic Violence

Please read this document for self-education, and also become an advocate to those who may be affected by discrimination on the basis of sex, gender, or sexual orientation.

<https://www.csusb.edu/title-ix>

TITLE IX NOTICE OF NONDISCRIMINATION



Title IX and
Gender
Equity Office
is located in
the Santos
Manuel
Student
Union
(SMSU),
Room 103.

Title IX prohibits discrimination against a student based on:

- Pregnancy
 - Childbirth
 - False Pregnancy
 - Termination of Pregnancy or
 - Recovery from any of these conditions
-
- ❖ CSUSB does not exclude a pregnant student from participating in any part of an educational program
 - ❖ CSUSB will excuse a student's absence due to pregnancy or childbirth for as long as her doctor deems medically necessary
 - ❖ Upon returning to school, the student will have the same academic status, and accommodations will be made to complete course work

<https://www.csusb.edu/title-ix>

COYOTE BOOKSTORE



Need CSUSB Swag? Check out the Coyote Bookstore!

Official CSUSB apparel and other promotional items including:

- Hats, Polos, Sweatshirts, T-Shirts, Shorts
- Drinkware, Writing Instruments, Keychains
- Banners, Beach Towels, Diploma and License Plate Frames
- Books, Binders, Notebooks, Stationary, Gift Cards
- Computers (MacBooks, Net Books, Tablets) and Accessories



Employee Incentive: 10% discount with staff ID (excluding food items) and up to a 20% discount on department orders.



Contact Information:

Phone: (909) 537-3966

Email: coyotebooks@bkstr.com

Website: <http://www.bkstr.com/csusanbernardinostore/home/>

Open Monday – Saturday, closed on Sundays. Call or check out website for specific hours of operation since it varies by term.

LifeMatters®

Understanding Your EAP and Work/Life Benefits



LifeMatters®

Employee Assistance Programs from Empathia

About LifeMatters®

LifeMatters services are provided by Empathia Pacific, Inc. (Empathia), and supports emotional well-being, safety and productivity in the workplace.

- Emotional Distress
- Stress & Anxiety
- Drug/Alcohol Abuse or Misuse
- Family Conflict
- Separation/Divorce
- Coping skills
- Communication issues
- Parenting
- Child Care
- Elder Care
- and so much more...

What Can You Expect From LifeMatters?

- FREE company-sponsored benefit provided at no cost to you, your dependents or any members of your household.
- Unlimited access to a 24/7 Care Center staffed in-house by Empathia with trained EAP counselors who are available to provide immediate assistance with service requests and connect customers with EAP resources.



What Can You Expect From LifeMatters? *(continued)*

- Up to six (6) face-to-face counseling sessions, available on a per problem basis with a licensed counselor, close to work or home.
- An array of Work/Life resources to assist faculty and staff employees and family/household members in achieving overall work/life balance.
- A comprehensive website at www.mylifematters.com. The website offers a robust selection of resources, tools, and information on a variety of topics.

How Can LifeMatters Help?

- **CONFIDENTIAL consultation** for faculty, staff members, and family/household members provided by phone and face-to-face.
 - Reporting child and/or elder abuse
 - Being at risk to oneself
 - Being at risk to others
 - Relating illegal acts or threats to the organization
- **Professional** problem identification.
- Short-term **counseling and/or community referral** and **follow-up** to support resolution.



Community Resource Referrals

- Marriage, Family and Child Therapists
- Support Groups
- Psychologists
- Psychiatrists
- Physicians
- Addiction Specialists
- Vocational Counselors

Work/Life Services

Consultation, information and referrals are available for:

- Child care
- Elder care
- Education
- Adoption



Online self-serve locators

Healthy Living Services

- A tobacco cessation program
- Stress management tips
- Health and wellness articles and tips
- An online self assessment program



Financial and Legal Consultations

Financial

- Unlimited financial consultation with certified financial representatives
- Debt consolidation, credit report reviews, budgeting, financial planning
- Online educational materials and financial calculators
- Identity theft assistance

Legal

- Free initial consultation for divorce, custody, real estate, personal injury, estate planning and adoption
- Will kits for simple wills
- 6 page document review
- Phone call or letter prepared by attorney to resolve simple disputes
- Online templates and forms

Convenience Resources

Telephonic convenience resources and referrals:

- Home repair
- Travel planning
- Wellness
- Entertainment services
- Pet sitting
- Apartment locators



Information & Resources

- Topical libraries & “Get Prepared” resources
- Calculators
- Quizzes, videos, self-tests
- Monthly health updates & tips

Interactive Online Learning

- Monthly and archived webinars
- E-learning sessions

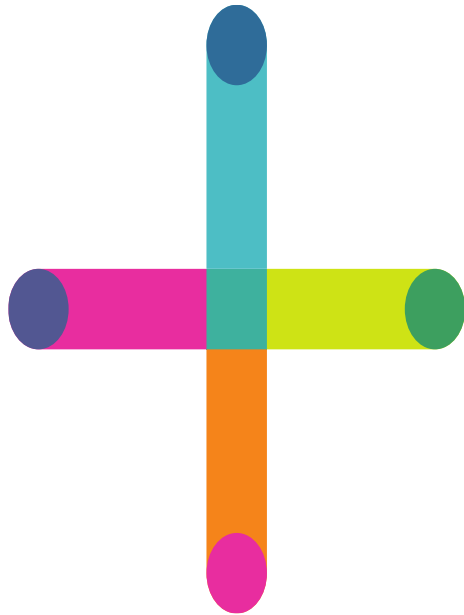


Password: **CSUSB**

Coaching for Staff Members

- Stress Reduction
- Goal Strategies
- Time Management
- Communication
- Assertiveness
- Conflict Management
- Rapport-building....and more

Points to Remember



Includes Family – For individuals, their dependents and household members

Free – There is no cost for LifeMatters services

Voluntary – Use is at the discretion of the individual

Confidential – Within the limits of the law

Personalized referrals – For on-site or off-site in-person assistance

LifeMatters[®]

Employee Assistance Programs from Empathia

LifeMatters®

800-367-7474

mylifematters.com

Password: **CSUSB**

Free • Confidential • Professional

Provided by Empathia Pacific, Inc.

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474

LifeMatters®

Employee Assistance Programs from Empathia



Staff Development Center

Onboarding at CSUSB | Marissa Boles



Strategic Plan 2015 - 2020

- Goal 1 - Student Success
- **Goal 2 – Faculty & Staff Success**
- Goal 3 – Resource Sustainability & Expansion
- Goal 4 – Community Engagement & Partnerships
- Goal 5 - Identity



Goal 2: Faculty & Staff Success

- **Objective 5:** *By 2017, develop a plan to increase training opportunities for staff*
- **Strategy:** *Through a university committee, create and implement a staff development and training plan by 2017.*

Mission / Purpose


The Staff Development Center promotes and encourages **opportunities** for **professional** and **personal growth**.

<https://www.csusb.edu/staff-development-center>



Learning Opportunities

**Instructor-Led
Workshops**

Coyote Learning
 Circle

Career Pathway
Administrative Support Professional

Webinars

1:1 Appointments: Career Discussion

Resume
Review




Individual
Learning
Plan

Training
Recommendations

Interview
Tips

Staff Development Center Website



Staff Development Center

Home Career Learn Connect Spotlight Resources

[Request Info or Schedule an Appointment](#)

Contact Us

Phone:
(909) 537-3125

Email:
staffdevelopmentcenter@csusb.edu

Hours:
Monday through Friday
8:00 am - 5:00 pm (Pacific)


Location:
John M. Pfau Library
PL-1104 (Wedge, First Floor)

View Edit Revisions

About Us

The Staff Development Center at California State University, San Bernardino (CSUSB) officially opened its doors on September 12, 2017 as a result of CSUSB's Strategic Plan, Goal #2 – Faculty & Staff Success: foster innovation, scholarship, and discovery for faculty and staff success.

The purpose of the Staff Development Center will focus on staff success at CSUSB by increasing training opportunities for staff in the areas of job-specific and technical training, diversity and inclusion workshops, professional and personal sessions, and career discussions including a resource for job-seeking staff regarding their resumes, cover letters, and interview preparation.



Upcoming Events

SEP 26 Concur Travel and Expense Demonstration
📍 Lower Commons, ...
🕒 02:00 PM to 03:30 PM

OCT 9 NEOGOV Requisitions 101
📍 PL-1104, 1st Floor ...
🕒 02:00 PM to 03:00 PM

OCT 10 Diversity Awareness, Inclusion, and Equity Training
📍 Lower Commons, ...
🕒 09:00 AM to 03:00 PM

www.csusb.edu/staff-development-center



#COYOTE4LIFE

STAFF DEVELOPMENT CENTER



Staff Development Center

ONBOARDING CONTINUES...

- Coyote Notes – Summary of Information
- New Employee Welcome Reception
- Onboarding Session Evaluation



Welcome to the team.
We look forward to working with you!

