



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee**

ZOOM: <https://csusb.zoom.us/j/89009705795>
March 20, 2024 – 10:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes from April 20, 2023 Meeting
4. Open Forum
5. Adoption of Agenda

NEW BUSINESS:

- PC 01/24 Approval of Personnel Policy SMSUPM 300 - Equal Employment Opportunity Policy 2.13 (Action, Puccinelli)
- PC 02/24 Approval of Personnel Policy SMSUPM 400 – Personnel Selection Process 2.15 (Action, Puccinelli)
- PC 03/24 Approval of Personnel Policy SMSUPM 410 – Nepotism 2.15 (Action, Puccinelli)
- PC 04/24 Approval of Personnel Policy SMSUPM 420 – Employee Eligibility 2.16 (Action, Puccinelli)
- PC 05/24 Approval of Personnel Policy SMSUPM 430 – Relocation Policy 2.16 (Action, Puccinelli)
- PC 06/24 Approval of Personnel Policy SMSUPM 440 – Volunteer Policy 5.11 (Action, Puccinelli)
- PC 07/24 Approval of Personnel Policy SMSUPM 500 – Student Assistant Policy 2.20 (Action, Puccinelli)
- PC 08/24 Approval of Personnel Policy SMSUPM 600 – Payroll Deductions-Wage and Hour Law Compliance Policy 2.20 (Action, Puccinelli)

- PC 09/24 Approval of Personnel Policy SMSUPM 605 – Salary Advance Policy 2.20 (Action, Puccinelli)
- PC 10/24 Approval of Personnel Policy SMSUPM 701 – Benefit Enrollment Eligibility for Auxiliary Organization Employees Policy 3.13 (Action, Puccinelli)
- PC 11/24 Approval of Personnel Policy SMSUPM 702 – Flex Cash Policy 3.13 (Action, Puccinelli)

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
April 20, 2023
MINUTES**

MEMBERS PRESENT: Angelica Agudo, Jesse Felix, Jennifer Puccinelli, Rodolfo Hernandez

Call to Order : The meeting was called to order at 9:10am

Roll Call: A verbal roll call of members was conducted.

Open Forum: There were no speakers for the open forum.

Approval of Minutes from February 2, 2023

M/S Felix/R. Hernandez to approve the minutes of February 2, 2023.

Motion passed by consensus.

Adoption of Agenda

M/S Felix/R. Hernandez to adopt the agenda.

Motion passed by consensus.

NEW BUSINESS:

PC 06/23 Review and Approval of SMSU Board of Directors Applications for 2023-2024 (Action, Puccinelli)

M/S Felix/R. Hernandez to open PC 06/23 Review and Approval of SMSU Board of Directors Applications for 2023-2024

As of this meeting a new applicant has applied, Daniel Arana. His application will be accepted with the others. The Alumni Association has agreed to accept Alicia Dean as the Alumni Representative for the BOD.

M/S Felix/R. Hernandez to suspend Roberts Rules for 10 minutes while the applicants are being discussed. (9:15am)

Motion passed by consensus.

M/S Agudo/R. Hernandez to resume Robert Rules for the remainder of the meeting (9:25am)
Motion passed by consensus.

With the exception of those students who are part of the ASI Board, all applicants presented today will be moved forward to the Annual Meeting on May 11, 2023, for interviews and elections. Students who have applied and are current employees of the SMSU have agreed to terminate their employment with the SMSU should they be elected to the Board of Directors.

VOTE: 2 In Favor 0 Opposed 1 Abstention

Motion passed.

Announcements – There were no announcements.

Adjournment – M/S R. Hernandez/Felix to adjourn the meeting at 9:44am.

Reviewed and respectfully submitted by:

Angelica Agudo, Committee Chair

Date

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Equal Employment Opportunity Policy

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 300

POLICY

It is the policy of the Santos Manuel Student Union of California State University, San Bernardino to hire, advance in employment and otherwise treat all employees and applicants for employment without regard to race, color, caste, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions, genetic information, sex (including pregnancy, childbirth, breastfeeding, reproductive health decision-making, or related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, ~~pregnancy~~, age (40 years and over), ~~national origin, disability~~, veterans or military status, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other ~~category protected by law~~ characteristic protected by state or federal anti-discrimination law covering employment.

The Santos Manuel Student Union policy of non-discrimination applies to all levels of employment and to all personnel practices, including but not limited to: recruitment, hiring, reclassification, forms of compensation including rates of pay and benefits, transfer, termination, and educational training programs.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the ~~Santos Manuel Student Union~~ Human Resource and Risk Manager and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Santos Manuel Student Union ~~then will~~ may conduct an investigation ~~investigate~~ to identify the barriers that make it ~~difficult~~ challenging for the applicant or employee to have an equal opportunity to perform ~~his or her~~ their job. The Santos Manuel Student Union will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Santos Manuel Student Union will make the accommodation.

Implementation Responsibilities:

1. The authority and responsibility for assuring compliance with the policy rests with the Santos Manuel Student Union ~~Board of Directors~~Executive Director and the ~~CSUSB Human Resources Office~~Santos Manuel Student Union Human Resource and Risk Manager.
2. The Santos Manuel Student Union Executive Director has overall responsibility for policy development, implementation, coordination, and resolution of complaints.

~~3. The CSUSB Assistant Vice President for Human Resources & Risk Management, as manager of a contractual relationship servicing recruitment needs of the Santos Manuel Student Union, ensures that the policy is adhered to in all phases of recruitment.~~

Retaliatory Prohibition:

The Santos Manuel Student Union prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy. Retaliatory action taken against a person filing a discrimination complaint is a violation of the law, as well as Santos Manuel Student Union and CSUSB policy.

The Executive Director shall attempt to ensure that no retaliatory action is taken against any person who files a complaint of discrimination.

Complaint Procedure:PROCEDURE

All Santos Manuel Student Union employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that the Santos Manuel Student Union has an opportunity to address and resolve any concerns. Managers are required to promptly report conduct they believe violates this policy.

Any employee or applicant for employment who feels that he or she has been subject to discrimination on the basis of race, color, caste, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions, genetic information, sex (including pregnancy, childbirth, breastfeeding, reproductive health decision-making or related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, age (40 years and over), veterans or military status, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other characteristic protected by state or federal anti-discrimination law covering employment ~~race, color, religion, national origin, gender, sexual preference, marital status, pregnancy, age, veterans' status, or disability,~~ may file a complaint with the Santos Manuel Student Union

~~Executive Director~~Human Resource and Risk Manager using Attachment A of this policy. The ~~Executive Director~~Human Resource and Risk Manager shall make every effort to resolve complaints of discrimination through informal conciliation meetings or fact-finding conferences with appropriate Santos Manuel Student Union and/or University personnel and shall report results of the investigation to the Santos Manuel Student Union ~~Board of Directors~~Executive Director for final resolution. If the Human Resource and Risk Manager is the subject of the complaint, the complaint will be forwarded to the Executive Director. If the Executive Director is the subject of the complaint, the complaint will be forwarded to the Associate Vice President of Student Affairs for final resolution.

The Santos Manuel Student Union will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. ~~Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as the Santos Manuel Student Union.~~

Complaints of discrimination will be handled in a confidential manner. ~~The Executive Director~~The Santos Manuel Student Union will not respond to requests for information concerning complaints from any media source or agencies other than those entitled by law to such information. ~~To facilitate the resolution of discrimination complaints, the Executive Director will consult directly with the parties involved in the action.~~

Retaliatory Prohibition:

~~Retaliatory action taken against a person filing a discrimination complaint is a violation of the law, as well as Santos Manuel Student Union and CSUSB policy.~~

~~The chair of the Santos Manuel Student Union Board of Directors shall attempt to ensure that no retaliatory action is taken against any person who files a complaint of discrimination~~

ATTACHMENT A

Equal Employment Opportunity Policy Complaint Form

COMPLAINANT INFORMATION

NAME:

DEPARTMENT:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, ~~Harassment and Retaliation~~ Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, ~~and; (3) When the acts of discrimination, harassment, or retaliation occurred~~ (attach additional pages if needed).

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name:

Department:

Person #2 - Name:

Department:

Person #3 - Name:

Department:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness #1 Name:

Department:

Witness #2 Name:

Department:

Witness #3 Name:

Department:

HAVE YOU COMPLAINED TO ANYONE AT NAME OF ORGANIZATION ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result? (You may attach additional pages if necessary).

Please submit to the Santos Manuel Student Union Human Resource and Risk Manager

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Personnel Selection Process

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 400

The Santos Manuel Student Union is committed to ensuring the selection and retention of a highly qualified and diverse employee workforce.

~~The Santos Manuel Student Union has designated the CSUSB Human Resources Office as the sole agent in the recruitment process. Accordingly, all applicants for vacancies in the Santos Manuel Student Union shall be referred to that office and no appointments will be tendered without coordinating with the Human Resources Office.~~ To assure an equitable selection process, the Santos Manuel Student Union ~~and its contractual designee~~ shall adhere to the following:

1. With the exception of emergency hiring, all Santos Manuel Student Union positions will be posted in accordance with ~~existing Santos Manuel Student Union~~this policy. Position announcements shall include job title, job description, required or desirable experience, minimum qualifications, salary range, and selection procedure.
2. Applicants may be required to successfully complete specific and appropriate job-related performance examinations as part of the selection process.
3. Hiring decisions shall be made by the Executive Director, or for the Executive Director's position by the ~~Santos Manuel Student Union Board of Directors~~CSUSB President upon the recommendation of the Vice President for Student Affairs. Applicants who are hired will receive offer letters which will include the job title, ~~initial~~ salary, employment status, and effective date of hiring. If required, the notifications shall include an expiration date for the position.
4. Emergency appointments shall be made by the Santos Manuel Student Union Executive Director. In general, emergency hiring shall be considered only as an emergency expedient. As such, a competitive selection process may be waived.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Nepotism

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 410

No Santos Manuel Student Union employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the hiring, supervision, retention, tenure, compensation, promotion, discipline, termination, assignment, conditions of work, employment status or interests of a ~~close relative~~ family member or significant other.

For purposes of this policy, "~~close relative~~ family member" shall include ~~husband, wifespouse, mother, fatherparent, son, daughterchild, sister, brothersibling~~, persons involved in a legally binding guardianship or relationship with the employee, registered domestic partner or child thereof, and co-habitants. Registered domestic partner is defined pursuant to California law. "Significant other" means anyone with whom the employee has a ongoing relationship with.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Employment Eligibility

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 420; Immigration Reform and Control Act (IRCA) of 1986

All job applicants must establish identity and employment eligibility prior to hiring. The Santos Manuel Student Union is committed to complying with federal laws and regulations concerning verification of employment eligibility and record keeping for employees hiring to work in the United States. The Immigration Reform and Control Act (IRCA) of 1986 requires all U.S. employers, regardless of size, to complete a Form I-9 upon hiring a new employee to work in the United States. Reverification of eligibility for employment in the United States may also be required under certain circumstances.

IRCA prohibits an employer from:

- Knowingly hiring an alien who is not authorized to work.
- Hiring any individual without verifying identity and work authorization.
- Continuing the employment of a person if the employer knows or should know that the person is not authorized to work.
- Knowingly forging, counterfeiting, altering or falsifying any document to satisfy any immigration-related requirement.
- Knowingly using, accepting or receiving any false document to satisfy any immigration-related requirement.
- Discriminating in hiring or firing against a citizen or an intending citizen based on national origin or citizenship status.
- Intentionally requiring an employee to present any specific document or combination of documents for Form I-9 purposes.
- Intentionally requiring an employee to present more or different documents than are minimally required for the employment verification process.
- Intentionally refusing to honor documents that reasonably appear to be genuine.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Relocation Policy

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 430; Relocation Policy – CSUSB Management Employees

It is the policy of the Santos Manuel Student Union of California State University, San Bernardino to follow the provisions of the CSUSB Relocation Policy #905A (below) in allowing for relocation expense reimbursement for new hires.

~~[CSUSB Personnel Policy #905A]~~

~~APPROVED BY ADMINISTRATIVE COUNCIL: October 2, 1995~~

~~RESPONSIBLE DEPARTMENT: Human Resources, 909/537-5138~~

It is the policy of ~~California State University, San Bernardino~~ the Santos Manuel Student Union, to provide relocation assistance/advance associated with moving expenses, when necessary, to new employees when authorized by the ~~President or the appropriate Vice President~~ Executive Director. Provision for relocation expenses must be agreed upon at the time of appointment and must be stipulated in the appointment letter. A maximum allowance must be indicated by the appointing ~~party~~ authority and this amount shall be indicated in the appointment letter.

Relocation assistance/advance may be provided to the positions ~~in the Administrator II, III and IV group in Pay Grades 9 - 12~~ provided that relocation assistance/advance is a part of the total compensation consideration at the time an offer of employment is made. All written offers of employment are to include provisions for moving, if applicable. Any assistance/advance provided must conform with CSU and State of California guidelines on moving expenses and will be limited to:

1. Packing, loading, insurance, transportation, unpacking and unloading of household goods owned by the employee.
2. Relocation mileage incurred by the appointee or transportation costs for the appointee and, if applicable, family for travel between their existing residence and new residence.
3. Lodging expenses plus meals and incidental expenses incurred by the appointee and, if applicable, family for travel between their existing residence and new residence.

Other costs associated with relocation to CSUSB such as temporary lodging and meals (not to exceed 60 calendar days) and temporary storage of household goods in transit (not to exceed 60 calendar days) may be paid when approved by the ~~President or appropriate Vice President~~Executive Director separately from items 1, 2 and 3 above.

The ~~University~~Santos Manuel Student Union will not pay for:

1. The moving (loading) of more than two (2) automobiles; other motor vehicles; farm tractors, implements and equipment; livestock; trailers with or without other property; boats; animals; belongings related to commercial enterprises engaged in by the employee; firewood; fuels; bricks, sand, ceramic wall tile, wire fence or other building materials; or any items not commonly found in a typical household.
2. The expense of materials, parts, or labor to connect household appliances or the cost of installing utility outlets or other specialized installations.
3. The cost of warehouse handling for items in storage and split pickup charges.
4. Any costs associated with the sale or purchase and/or exchange of real estate.

Consideration shall be given to any Santos Manuel Student Union or CSU system wide preferred relocation services available where a cost savings may be achieved.

When determining the amount of relocation ~~assistance~~advance to be provided, the following may be used as a guide:

- 4,000 lbs. --- a single person with an apartment, condo, or home.
- 8,000 lbs. --- a couple with a small house.
- 12,000 lbs. --- a small family.
- 16,000 lbs. --- a large family.

Because of the variance that occurs when employees relocate from different geographical areas, the costs for relocation will differ.

The exact amount of relocation ~~assistance~~advance will be limited to the budget available and the table below. ~~Any authorization for expenditures above the limits specified below will require the approval of the President. The university official extending the offer of relocation assistance advance shall be responsible to ensure that funds to pay relocation expenses are available and budgeted for this purpose prior to extending an offer.~~

<u>ADMINISTRATOR-GRADE LEVEL</u>	<u>MAXIMUM ALLOWED</u>
IV <u>12</u>	\$10,000.00
III <u>11</u>	<u>\$7,500.00</u>
II <u>10</u>	2,500.00 <u>\$5,000.00</u>
I <u>9</u>	0 <u>\$2,500.00</u>

Each relocation advance is subject to a "Relocation Advance Agreement" wherein the employee advance will be forgiven based upon time of employment with Santos Manuel Student Union. The following schedule outlines the schedule of payment forgiveness:

1. 0% of relocation advance is forgiven if employed less than 6 months.
2. 25% of relocation advance is forgiven if employed for at least 6 months, but less than 12 months.
3. 50% of relocation advance is forgiven if employed at least 12 months, but less than 18 months.
4. 75% of relocation advance is forgiven if employed at least 18 months, but less than 24 months.
5. 100 % of relocation advance is forgiven if employed for 24 months or more.

~~Should an employee for whom relocation assistance is provided not be employed for a period of at least two years, repayment based on the following schedule will be required.~~

- ~~1. 100% if employed less than 6 months.~~
- ~~2. 75% if employed at least 6 months, but less than 12 months.~~
- ~~3. 50% if employed at least 12 months, but less than 18 months.~~
- ~~4. 25% if employed at least 18 months, but less than 24 months.~~

4. Not all new Santos Manuel employees will be eligible for reimbursement of moving and relocation expenses. The decision by the Executive Director to offer moving and relocation expenses is discretionary and contingent upon the availability of funds.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Volunteers

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 440

DEFINITIONS

A volunteer is an individual who performs work or provides services to the Santos Manuel Student Union of their own free will, without remuneration of any kind, for public service or humanitarian purposes, whether on an ongoing basis or for a short-term event. A student who performs work in the course of his/her studies, as part of the curriculum, is a volunteer only if they receive no payment for work performed and no credit toward school fees. Individuals, who perform work for the Santos Manuel Student Union and receive a stipend, are not considered "volunteers" for purposes of this policy.

POLICY

The Santos Manuel Student Union may appoint volunteers to perform work or provide services to the Santos Manuel Student Union. Volunteers must have the necessary training and/or supervision to safely carry out the work or services for which they have volunteered and, depending on particular assignments, must have approved licensing, certification and/or meet other requirements. Volunteers shall be required to adhere to all Santos Manuel Student Union, CSU San Bernardino, and CSU policies and procedures that apply to employees while providing volunteer service.

Volunteers may not drive a private or SMSU owned or rented vehicle on business unless they have an active CSUSB Defensive Driving Card on file with SMSU Human Resources.

Volunteers serve at the pleasure of the Executive Director.

PROCEDURE

Volunteers must sign a Volunteer Designation Form and Release and Hold Harmless Agreement prior to the start of their volunteer assignment.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION

PERSONNEL POLICY

SUBJECT: ~~Definitions and Employment Classifications~~ Student Assistant

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 500

Employee Classifications:

Regularly enrolled eligible CSUSB students may be employed by the Santos Manuel Student Union ~~as clerical student assistants, custodial student assistants, student managers, student graphic artists, audio visual technicians, computer technicians, Game Room attendants, and program assistants in multiple roles.~~ Wages shall be paid on an hourly basis for reported time worked. Benefits include Workers' Compensation, Disability and Unemployment Insurance and sick leave in accordance with California Paid Sick Leave law. The classification of student assistants includes regular hires, and federal work study, ~~and volunteers.~~

Eligibility:

1. To be hired by the Santos Manuel Student Union and to maintain employment as a student assistant, applicants and incumbents must:
 - a. Be regularly enrolled at CSUSB, not through Extended Education, with a minimum class load of six undergraduate ~~quarter semseter~~ quarter semester units or four graduate ~~quarter semester~~ quarter semester units.
 - b. Have and maintain a 2.0 grade point average (GPA) both ~~quarterly semesterly~~ quarterly semesterly and cumulative. To be hired as a new student assistant, an applicant must have earned at least a 2.0 GPA in the previous semester if the student was enrolled at CSUSB.
 - c. Should the ~~quarterly semesterly~~ quarterly semesterly GPA fall below 2.0, the student will be placed on probationary status for one ~~quarter semester~~ quarter semester, must initially meet with the supervisor to develop an academic progress plan, and must provide a written satisfactory grade report mid-~~quarter semester~~ quarter semester. If a GPA below 2.0 is posted for a second consecutive ~~quarter semester~~ quarter semester, the student will be terminated.
 - d. Should the cumulative GPA fall below 2.0, the student will be placed on probationary status for one ~~quarter semester~~ quarter semester, must initially meet with the supervisor to develop an academic progress plan, and must provide a written satisfactory grade report mid-~~quarter semester~~ quarter semester. If a GPA below 2.0 is posted for a second consecutive ~~quarter semester~~ quarter semester, the student will be terminated.

2. A student graduating in the Spring may continue to work until June 30. A student graduating in Fall may work until the start of the winter break. A student graduating in Summer may work until the start of the Fall Semester.
3. All applicants for student employment must establish identity and employment eligibility prior to appointment.

Hours of Work:

All student assistants ~~shall generally~~may work up to twenty (20) hours per week. Overtime will be paid for any time worked in excess of eight (8) hours in one day or forty (40) hours in one week. Overtime ~~may be compensated only if~~requires prior written authorization ~~is granted~~ by the employee's supervisor. Work weeks exceeding twenty (20) hours may occur during summer, if a student is not enrolled in courses, and periods when no classes are scheduled.

Hiring and Termination:

Student employees may be hired directly by individual Santos Manuel Student Union staff with approval from their immediate supervisor. All new hires must be processed through ~~the Administrative Office~~Human Resources prior to beginning work.

Continued employment in any student assistant position is at the pleasure of the supervisor ~~or~~ and Santos Manuel Student Union. This means that students may be terminated at any time with or without notice or cause.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Payroll Deduction/Wage and Hour Law Compliance

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 600; Fair Labor Standards Act Section 7(o)

Payroll Deductions:

The Santos Manuel Student Union complies with federal and state law regarding deductions from every paycheck which include, but are not limited to:

1. Federal withholding tax
2. State withholding tax
3. State disability insurance (SDI)
4. CalPERS Retirement
5. CalPERS Survivor Benefit

~~A parking fee is deducted from every paycheck of Santos Manuel Student Union employees who are not student assistants.~~

Other deductions may be made from an employee's paycheck with the employee's written permission which may include, but are not limited to:

1. Parking permit fee
2. Medical Plan Costs
3. Voluntary Life Insurance Coverage-

Wage and Hour Law Compliance:

The Santos Manuel Student Union complies with all federal and state wage and hour laws. All Santos Manuel Student Union personnel are paid twice per month. A schedule of inclusive dates for pay periods is available ~~in the Administrative office. Paydays are approximately the 15th and the 30th of each month.~~ from Human Resources.

Compensatory Time Off

Under the Fair Labor Standards Act, compensatory time off is not permitted for non-exempt employees. All ~~hours overtime~~ hours worked by non-exempt employees must be compensated monetarily. Compensatory time off for exempt employees is allowed with supervisor approval.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Salary Advance Policy

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 605

BACKGROUND:

~~The process of providing a salary advance is costly both in terms of payroll staff time and additional record keeping. The SMSU discourages salary advance and most CSU campuses do not provide salary advances to employees. However, w~~When extenuating circumstances such as a change in the SMSU payroll process cause undue hardship, a salary advance is possible.

POLICY:

~~Effective as of the date of the approval of this policy, SMSU~~Santos Manuel Student Union employees may receive one salary advance per year due to extenuating circumstances. Exceptions are available only with the expressed written approval of he Executive Director.

Employees are encouraged to take advantage of various financial institution materials and periodic university-sponsored sessions related to personal finance.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Benefit Enrollment Eligibility for Auxiliary Organization Employees

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 701

Eligible Employees:

~~For purposes of this section, E~~ligible employees shall include personnel appointed in the following classes:

1. Managerial employees.
2. Regular employees.
- ~~3. Temporary employees. Eligibility will be determined at time of appointment by the Executive Director in conjunction with the Human Resource and Risk Manager.~~
- ~~4. Emergency employees. Eligibility will be determined at time of appointment by the Executive Director in conjunction with the Human Resource and Risk Manager.~~

The above employees are eligible to enroll in the following benefit programs:

1. Medical insurance, including vision and dental.
2. Tax sheltered annuity programs.
3. PERS retirement.
- ~~4. Life insurance.~~

~~Non-Exempt Hourly Employees: For purposes of this section, hourly employees include emergency employees, on call employees and student employees.~~

PERS Retirement

~~Non-exempt employees are eligible to enroll in the following benefit programs:~~

- ~~1. Employees otherwise ineligible for benefits will be enrolled~~ PERS retirement ~~upon completion of 1,000 hours service in a single fiscal year.~~

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Flex Cash Plan

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 702

Flex Cash is an optional benefit plan that allows employees to waive Santos Manuel Student Union medical and/or vision and dental insurance coverage in exchange for cash, provided the employee has other non-Santos Manuel Student Union coverage. Proof of alternate coverage must be provided to the Santos Manuel Student Union. Employees who waive medical and/or vision and dental insurance coverage will receive additional cash in their paychecks. The Flex Cash payment is treated as flexible income and will be subject to the same payroll taxes as regular salary. However, Flex Cash will not be considered compensation for retirement purposes. The additional cash income will be reported as income on Form W-2 in the year employees receive it. Flex Cash payment rates ~~are available in the Santos Manuel Student Union Administrative Office.~~ will be consistent with CSUSB Flex Cash rates.