



**Personnel Committee**  
**September 18, 2025 – 12:00pm**  
**Student Chambers (SUN-3305)**  
**Zoom: <https://csusb.zoom.us/j/85216228318>**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. April 25, 2025
  - b. April 30, 2025
4. Open Forum
5. Adoption of Agenda

### **Old Business**

There is no old business at this time.

### **New Business**

- PC 01/26      Employee Reference Policy Proposal (Action, Puccinelli)
- PC 02/26      Volunteer Policy Proposal (Action, Puccinelli)
- PC 03/26      Organizational change and possible staffing modifications (Discussion, Del Rossi)

### **Announcements**

### **Adjournment**



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee  
April 25, 2025 – 3:00pm  
Zoom: <https://csusb.zoom.us/j/89009705795>**

**MINUTES**

<b>Members Present:</b>	Angelica Agudo, Vilayat Del Rossi, Paz Oliverez, Jocelyn Paz, Jennifer Puccinelli
<b>Members Absent:</b>	None
<b>Staff Present:</b>	None
<b>Call to Order:</b>	The meeting was called to order at 3:08pm.
<b>Roll Call:</b>	A verbal roll call for members was conducted. Quorum was met.
<b>Approval of Minutes:</b>	<u>M/S Vilayat/Paz</u> motion to approve SMSU Personnel Committee meeting minutes from January 6, 2025. <i>Motion passed.</i>
<b>Open Forum:</b>	There were no speakers for the open forum.
<b>Adoption of Agenda:</b>	<u>M/S Paz/Del Rossi</u> motion to adopt agenda. <i>Motion passed.</i>

**NEW BUSINESS**

**SMSU 17/25      Approval of Personnel Policy 300 – Equal Employment Opportunity Policy (Action, Puccinelli)**

M/S Paz/Del Rossi motion to open PC 17/25 Approval of Personnel Policy 300 – Equal Employment Opportunity Policy.

Jenny Puccinelli presented updates to Personnel Policy 300, the Equal Employment Opportunity Policy, for approval. The proposed revisions reflect recent legal changes that took effect on January 1, specifically updates to the Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. The key amendment includes the addition of the following terminology under the procedure section “traits associated with race under the definition of discrimination on the basis of race”. Jenny noted that a summary of changes follows the policy text for clarity, and the redlined additions directly align with the updated legal requirements.

**Roll Call Vote:**        3 In-Favor                      0 Abstention                      0 Opposed

*Motion passed.*

**PC 18/25                      Approval of Personnel Policy 715 – Paid Leaves of Absence Policy  
(Action, Puccinelli)**

M/S Agudo/Del Rossi motion to open PC 18/25 Approval of Personnel Policy 715 – Paid Leaves of Absence Policy.

Jenny Puccinelli presented updates to the Paid Sick Leave Policy in alignment with recent changes to the Fair Employment and Housing Act (FEHA). The revisions to the policy now allow employees to use paid sick leave if they or a family member are victims of a qualifying act of violence. The policy defines what constitutes a "qualifying act of violence" and clarifies the term "immediate family." These updates ensure that employees can use sick leave to seek legal relief or serve as a witness in related cases, with the policy language directly reflecting the updated legal requirements.

**Roll Call Vote:**        3 In-Favor                      0 Abstention                      0 Opposed

*Motion passed.*

**PC 19/25                      Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy  
(Action, Puccinelli)**

M/S Agudo/Paz motion to open PC 19/25 Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy.

Jenny Puccinelli presented updates to the personnel policy to align with recent changes to the Fair Employment and Housing Act (FEHA). These revisions expand job-protected leave rights for employees who, or whose family members, are victims of a qualifying act of violence. Under the updated policy, employees are entitled to take protected leave even if they have no available sick leave. The section previously titled “Time Off for Victims of Sexual Assault” has been amended to “Time Off for Victims of a Qualifying Act of Violence” to reflect the broader scope of coverage. The revised policy outlines notice and documentation requirements, including acceptable forms of certification such as police reports or court documents. It also clarifies how

this leave interacts with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Additionally, the policy reiterates that employees may not be discriminated or retaliated against for taking such leave and includes details on the interactive accommodation process for employees who require support during their absence. The definition of "family member" is now explicitly included to ensure clarity. Jenny emphasized that all changes have been drafted using the exact legal language required by the updated legislation.

**Roll Call Vote:**            4 In-Favor                      0 Abstention                      0 Opposed

*Motion passed.*

**PC 20/25                      Approval of Personnel Policy 935 – Unlawful Harassment Policy  
(Action, Puccinelli)**

M/S Paz/Del Rossi motion to open PC 20/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy.

Jennifer Puccinelli presented a comprehensive update to the former Unlawful Harassment Policy, which has been significantly expanded and renamed to better reflect its broader scope. The revised policy is now titled *Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation*. Key changes include the addition of gender expression to the list of protected classes and the inclusion of a clearly defined list of prohibited conduct, with specific definitions and a dedicated section on retaliation. The policy also introduces a prohibition on romantic or sexual relationships between staff and both student employees and students not employed by SMSU, aligning the policy with California State University, San Bernardino (CSUSB) standards.

The definition of harassment has been moved from the main body of the policy to a separate definitions section for clarity. Additionally, the complaint procedure has been updated to incorporate more detailed guidance drawn from the existing process, with the goal of streamlining and improving accessibility. A copy of the complaint form has now been included within the policy itself. The revised policy further clarifies that sexual misconduct must be evaluated based on affirmative consent and is applicable to all members of the campus community, including individuals affiliated with both SMSU and the broader California State University (CSU) system. These updates were requested to ensure greater clarity, consistency, and alignment with systemwide policies.

**Roll Call Vote:**            3 In-Favor                      0 Abstention                      0 Opposed

M/S Del Rossi/Agudo motion to reconsider the vote on item PC 20/25.

*Motion passed*

M/S Oliverrez/Del Rossi motion to amend item PC 20/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy to include “In the case that the relationship involves the Executive Director, both parties will be required to disclose to the AVP/DOS that such a relationship exists.”

*Motion passed.*

**Recounted Vote as Amended:**

3 In-Favor                      0 Abstention                      0 Opposed

*Motion passed.*

**PC 21/25      Retirement of Personnel Policy 1145 – Complaint Procedure (Action, Puccinelli)**

M/S Oliverrez/Del Rossi motion to open PC 21/25 Retirement of Personnel Policy 1145 – Complaint Procedure.

Jennifer Puccinelli proposed the retirement of a standalone procedure that had previously been mislabeled as a policy. She explained that all of the content from this procedure, including specific steps and forms, had already been incorporated into SMSUPM 935 – Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy on discrimination, harassment, and misconduct. The goal was to streamline documentation by consolidating related procedures into a single policy. As a result, only the title and separate existence of the old procedure would be retired. The content is relocated to SMSUPM 395 policy.

**Roll Call Vote:**              3 In-Favor                      0 Abstention                      0 Opposed

*Motion passed.*

**Announcements**

- Vilayat Del Rossi announced that the next Personnel Committee meeting is scheduled for the following Wednesday and will focus on interviewing new applicants for the Board of Directors. Current board members who reapplied have already been moved forward to the Annual Meeting, so this session will exclusively involve new candidates.
- Angelica Agudo raised a concern about how the nomination and election process was handled in the previous year. It was suggested that Liz create a document outlining the election process, so that all participants are on the same page and expectations are clearly communicated in advance.
- Jocelyn Paz shared the ASI election results in which she and Diego are moving forward with runoff elections.

- Angelica Agudo announced the start of her new position as an associate professor at Moreno Valley College and her completion of her doctorate degree for this upcoming December.

### **Adjournment**

M/S Agudo/Paz motion to adjourn meeting at 3:50 pm.

*Motion passed.*

Reviewed and respectfully submitted by:

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Jocelyn Paz, Committee Chairwoman

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Date

## **Employee References Policy**

**Date:** September 10, 2025

**Santos Manuel Student Union Board of Directors**

**Proposed By:** Jenny Puccinelli

### **Background:**

The SMSU currently follows general CSU and California law regarding employee references, but does not have a clearly defined internal policy outlining how references should be handled. Without specific guidance, there is potential risk of inconsistent practices, legal exposure, and confusion among staff regarding the appropriate procedures for providing references.

### **Proposal:**

Approval of the SMSU Personnel Policy on *Employee References*, which establishes clear guidelines for providing references and employment verifications for current and former SMSU employees, in alignment with CSU policy and California law.

### **Rationale:**

- Ensures compliance with CSU Human Resources policy and California labor and civil codes.
- Reduces the risk of liability by limiting official references in cases of ongoing or unresolved investigations.
- Provides clarity and consistency for staff regarding when and how references can be given.
- Protects the organization from potential misrepresentation or unauthorized disclosure of information.
- Establishes a clear process for employment verifications, ensuring all requests are routed through Human Resources.
- Balances organizational risk management with employee flexibility by allowing personal references (when properly designated as such).

### **Budget Impact:**

No budget impact.

### **Timeline:**

Implementation after Board of Directors approval.

### **Chartfield:**

n/a

### **Attachments:**

Proposed Employee Reference Policy

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

**PERSONNEL POLICY**

**SUBJECT: Employee References**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 1101  
CSU Human Resources Policy: Employment Policy Governing the Provision of  
Employee References  
California Civil Code 47(c) – Privileged Communications  
California Labor Code Section 432.3 – Salary History Information  
California Labor Code Section 1050 – Prohibition on Misleading Statements**

This policy governs how oral and written references or recommendation letters (referred to collectively as “references”) for current and former SMSU employees are provided to prospective employers.

**1. References Requested by Third Parties**

SMSU employees may provide references in two forms: official (on behalf of the University) or personal (in their personal capacity). Before providing any reference, the employee asked to do so must notify the Human Resource Manager, who will review and authorize the reference.

**2. Official Letters of Recommendation**

Before authorizing the release of an official letter of recommendation, the staff member must collaborate with the Human Resource Manager, who will review the personnel file of the employee for whom the reference is being requested.

Restrictions on Providing Official References

SMSU employees are prohibited from providing official references, either verbally or in writing, for current or former SMSU employees who:

- Are currently under investigation for misconduct or policy violations.
- Left SMSU while an investigation was pending.
- Have had their retirement benefits rescinded under The Public Employees' Pension Reform Act due to criminal misconduct related to their official duties.

In such cases, Human Resources will inform the third party of the CSU's employee reference policy and will only provide employment verification as detailed below.



**3. Employment Verifications for Current or Former Employees**

All employment verifications for current or former employees must be directed to Human Resources. The SMSU policy is to provide only minimal information for employment verification purposes. Human Resources will confirm:

- Job title(s).
- Dates of employment.
- Job duties.

Current or former SMSU employees may authorize the release of their salary information as part of the employment verification process.

**4. Personal References**

SMSU employees may provide personal references, but these references must clarify that they are given in an individual capacity and not on behalf of SMSU. Any reference made outside of Human Resources is considered personal and must be explicitly noted as such by the individual providing it.

## **Volunteer Policy**

**Date:** September 10, 2025

**Santos Manuel Student Union Board of Directors**

**Proposed By:** Jenny Puccinelli

### **Background:**

SMSU regularly utilizes volunteers to support its programs, services, and events. While CSU and state law provide general guidance, SMSU requires a clearly defined internal policy to ensure compliance, safety, and consistency in volunteer management.

Suggested changes to current policy:

- Added requirement for licensing based on position.
- Clarified eligibility and definition of “volunteer,” distinguishing unpaid service from stipends or coursework.
- Specified Workers’ Compensation coverage for volunteers.
- Strengthened requirements for driving (defensive driving card on file) and clarified travel reimbursement eligibility.
- Added requirement for background checks and fingerprinting based on assignment type.

### **Proposal:**

Approval of the revised SMSU Volunteer Policy, establishing procedures for appointment, supervision, documentation, and risk management of SMSU volunteers.

### **Rationale:**

- Ensures compliance with California Labor Code and CSU requirements.
- Clarifies eligibility, documentation, and supervision expectations for volunteers.
- Provides clear guidance on driving, Workers’ Compensation, and reimbursement policies.
- Reduces organizational risk by requiring background checks, defensive driving certification, and other safeguards where appropriate.
- Establishes a structured system for Human Resources to track and manage volunteer participation.
- Supports operational efficiency while maintaining safe, legally compliant volunteer practices.

### **Budget Impact:**

The financial impact to the SMSU would be negligible and primarily come from:

- Costs associated with required background checks and Live Scanning for certain volunteer positions.
- Potential increases in Workers’ Compensation premiums due to eligibility for volunteer coverage.

### **Timeline:**

Implementation after Board of Directors approval.

**Chartfield:**

Funded by the cost center engaging the volunteer.

**Attachments:**

Proposed Volunteer Policy

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

**PERSONNEL POLICY**

**SUBJECT: Volunteers**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 440  
CA Labor Code - LAB § 1720.4**

**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. An individual who volunteers services in an area which requires a license or certificate must satisfy that requirement prior to performing those duties. 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 are eligible for Workers' Compensation through the SMSU. A volunteer may be authorized to drive a vehicle on official state business, in accordance with SMSU and CSUSB procedures, as determined to be appropriate in relation to the volunteer's duties and responsibilities. Additionally, a volunteer may be entitled to reimbursement for travel expenses. ~~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.~~

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A volunteer who renders services of their own free will, without remuneration of any kind, does not need to complete a Form I-9. If a person receives any kind of compensation for services, a Form I-9 needs to be completed and the person needs to be appointed as an employee through the regular employment process.

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Volunteers serve at the pleasure of the Executive Director.

**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.

#### PROCEDURE

1. The supervising staff member must inform Human Resources of their intent to engage a volunteer or when a volunteer ceases to provide services.
2. Volunteers are required to complete the following and return to Human Resources before beginning their volunteer appointment.
  - a. SMSU Volunteer Designation Form
  - b. SMSU Volunteer Agreement
  - c. Additional requirements as appropriate for the position (background, defensive driving, etc.)
3. SMSU Human Resources will maintain a database of all volunteers.

~~Volunteers must sign a Volunteer Designation Form and Release and Hold Harmless Agreement prior to the start of their volunteer assignment. Volunteers may be subject to a background check and finger printing based on the type of work. These must be completed prior to the start of their assignment.~~

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