



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Human Resources



Staff Handbook



Welcome from the President

Welcome to the Cal State San Bernardino family. On behalf of all of us at the university, thank you for accepting the university's employment offer.

I've quickly come to appreciate the collaborative and collegial nature of the people who work at CSUSB. The university has been successful because of its people, not only because they have the skills, knowledge and potential to elevate the institution, but also because they are good team members. It really does take the hard work of everyone at the university for our institution to thrive, and we depend on every member of our team to perform the jobs they are assigned to the best of their abilities.

The Chronicle of Higher Education, which is considered to be one of the leading authorities in our industry, selected Cal State San Bernardino as a "Great College to Work For." This is a source of tremendous pride for all of us. It is a salute to the tremendous spirit of collegiality and cooperation among our faculty, staff and students, and the commitment that they have to community and customer service that extends far beyond the boundaries of our campus.

We hope that you enjoy your employment at CSUSB, and that you will make important contributions to the institution. We believe that your addition to the CSUSB team will lead to a mutually beneficial and satisfying future for you and the university. Every person plays an essential role in making this university great – every student, every faculty member, every staff member.

Our goal is to provide you with the support and resources you need to perform your job effectively, and with opportunities to grow through training and professional development programs. And if you ever have a question or need support, please ask. We have the resources in place to help you to be successful.

CSUSB truly is an outstanding place to work and grow, and it gives me great pleasure to welcome you.

Sincerely,

A handwritten signature in black ink, appearing to read "Tomás D. Morales". The signature is stylized with a large, looped initial "T" and "M".

Tomás D. Morales
President

California State University, San Bernardino

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Revised 12/19/2013



Coyote sculpture, Coyote Drive entrance

Introduction

DESCRIPTION OF STAFF HANDBOOK

This Staff Handbook contains information about the employment policies and practices of CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO (“CSUSB” or “the university”). We expect each employee to read this Staff Handbook carefully as it is a valuable reference for understanding your job and the university. During your initial orientation, you will be given an opportunity to sit down and carefully review this Staff Handbook. This Staff Handbook supersedes all previously issued Staff Handbooks and inconsistent verbal or written policy statements. All such revisions, deletions, or additions must be in writing and must be signed by the assistant vice president of Human Resources. No oral statements or representations can change the provisions of this Staff Handbook.

None of the university’s personnel documents and benefit plans, including this Staff Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any employee. For employees whose terms and conditions of employment are covered by a collective bargaining agreement, this handbook is not intended to supersede or override any provisions of their collective bargaining agreement. In the event of any conflict or inconsistency between the provisions of this handbook and the provisions of an applicable collective bargaining agreement, the bargaining agreement shall apply. This Staff Handbook is the property of CSUSB. All rights are reserved. No part of this Staff Handbook may be reproduced in any form or by any electronic or

mechanical means, including information storage and retrieval systems, without permission in writing from the assistant vice president of Human Resources and Risk Management.

Not all CSUSB policies and procedures are set forth in this Staff Handbook. We have summarized only some of the more important ones. If you have any questions or concerns about this Staff Handbook or any other policy or procedure, please ask your manager or the assistant vice president of Human Resources.

THE CALIFORNIA STATE UNIVERSITY SYSTEM (CSU)

Welcome to California State University, San Bernardino (CSUSB). As an employee of CSUSB, you are part of the largest system of higher education in the United States. The CSU is one of three publicly supported segments of higher education in California (along with the University of California and the California Community Colleges). The system consists of 23 campuses and over 400,000 students. The CSU offers nearly 1,600 bachelor’s and master’s degree programs in 230 different subject areas and a variety of teaching and school service credential programs. A limited number of doctoral degrees are also offered.

The central policy-formulating body is the Board of Trustees of The California State University. The Trustees also oversee the efficient management of funds, property, facilities and investments by the system and individual campuses. The Chancellor is chief executive officer of the system. The Chancellor and his staff provide system-wide management in many areas, such as academic affairs, academic program improvement, budget planning, employee relations, extended education, library development, physical planning and development, and other related programs.

HISTORY OF CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

California State University, San Bernardino was established in 1960 when the state legislature voted to found a four-year liberal arts state college in San Bernardino County. In 1962, then President John M. Pfau undertook the planning and organization that resulted in the present campus, with classes starting in 1965.

Spread across 430 acres in the foothills of the San Bernardino Mountains above the city of San Bernardino, CSUSB offers bachelor degree programs in 42 majors in the humanities, social sciences, natural sciences, interdisciplinary studies and career-oriented fields. For graduate programs, the university offers a doctorate degree in educational leadership, master’s degrees in business; educational and public administration; biology; computer science; criminal justice; education; English composition; health

services administration; interdisciplinary studies; mathematics teaching; national security studies; psychology; rehabilitation counseling; social sciences; social work and urban planning. Sixteen teaching credentials are also offered.

Employment Relationship

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

California State University, San Bernardino is committed to maintaining a learning and working environment where every student, employee, applicant, and visitor is treated with dignity and respect. Part of creating that environment is ensuring that when a member of our community feels that we have not met this commitment, there is an avenue for them to pursue their concerns.

The Chancellor's Office has issued two executive orders that reaffirm our systemwide commitment to these principles: *Systemwide Guidelines for Affirmative Action Programs in Employment – Executive Order 1088* and *Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedures for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties – Executive Order 1089*.

Executive Order 1089 reaffirms California State University's commitment to providing equal opportunities and maintaining an environment free of discrimination, harassment and retaliation in accordance with applicable state and federal laws.

For clarity, Executive Order 1089 brings together in one document the systemwide nondiscrimination, anti-harassment, and anti-retaliation policies, and the systemwide discrimination, harassment and retaliation complaint procedures. This executive order also covers employee and third party discrimination, harassment and retaliation complaints and training requirements for all employees.

Executive Order 1089 supersedes Executive Orders 883, 927, and 928. Any local campus employment discrimination, harassment and retaliation policies and/or procedures that conflict with this executive order are now superseded and should be rescinded.

Executive Order 1089 reaffirms California State University's commitment to maintaining and implementing employment policies and procedures that comply with applicable affirmative action laws and regulations.



College of Social and Behavioral Sciences Building

If you believe you have been subjected to discrimination, retaliation and/or harassment, we encourage you to reach out to one of the campus DHR Administrators or Title IX Coordinator.

AMERICANS WITH DISABILITIES ACT AS AMENDED (ADAAA)

California State University, San Bernardino is in compliance with the Americans with Disabilities Act (ADA) Title I (Employment) of 1990 as Amended (ADAAA). This federal law prohibits employment discrimination against individuals with disabilities. One of the most important goals of this law is to provide equal employment opportunities to qualified individuals with disabilities. California State University,

San Bernardino "shall not discriminate against a qualified individual on the basis of disability in regard to job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training; and other terms, conditions and privileges of employment." In order to be protected under ADAAA, individuals with a disability must be qualified to perform the essential functions of the job at the time of employment decision. California State University, San Bernardino shall engage in providing reasonable accommodation whenever possible.

COLLECTIVE BARGAINING

The CSU is covered under the Higher Education Employer-Employee Relations Act (HEERA). Union membership is not mandatory for employment with the university; however, all employees are subject to negotiated Unit Agreements. For union members, monthly dues are deducted through payroll deduction. Conditions of your employment are outlined in each bargaining Unit Agreement for the various classifications. Copies of Unit Agreements may be obtained from campus union officials/stewards or can

be reviewed in the university library, and online at www.calstate.edu.

Commencing Employment

BACKGROUND CHECKS

CSUSB recognizes the importance of maintaining a workplace with employees who are honest, trustworthy, qualified and reliable. As a means for confirming these interests, before hiring an individual, CSUSB reserves the right to investigate an individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to the university. Other background checks may be initiated.

IMMIGRATION COMPLIANCE

CSUSB will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. The most common forms of identification are a driver's license and social security card; however, other documents can be used.

If you have any questions or need more information on immigration law issues, please contact the Human Resources Department.

HIRING RELATIVES

Human Resources policies of the university do not prohibit employment of more than one member of a family as staff, faculty, or an administrative employee as long as no employee votes, makes recommendations or in any way participates in decisions about any personnel matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member. For the purposes of this policy, an immediate family member is defined as including: parent, child, grandparent, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers.

EMPLOYMENT STATUS

Employees at CSUSB are classified as full-time, part-time, permanent, temporary, hourly, exempt or non-exempt.



The Santos Manuel Student Union

FULL-TIME EMPLOYEES

Full-time employees are those who normally work a consistent schedule of 40 hours or more.

PART-TIME EMPLOYEES

Part-time employees are those who are scheduled to work a consistent schedule of less than 40 hours.

HOURLY EMPLOYEES

Hourly employees may be assigned a work schedule in advance or may work on an as-needed basis.

TEMPORARY EMPLOYEES

Temporary employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of 11 months or less. Temporary salaried employees who work more than six months and one day are eligible for benefits in addition to those required by law. Temporary employees may be classified as exempt or non-exempt on the basis of job duties.

EXEMPT EMPLOYEES

Exempt employees are those whose job assignments meet the federal

and state requirements for overtime exemption. (Generally, executive, administrative and professional.) Exempt employees are compensated on a salary basis for the value of work performed and are not eligible for overtime pay. Your appointment letter will inform you if your status is exempt.

NON-EXEMPT EMPLOYEES

Non-exempt employees are employees who do not qualify for exemptions from the overtime provisions of the Fair Labor Standards Act (FLSA). These employees must be paid or given compensatory time off (CTO) at the rate of time and one-half the regular rate of pay for all hours worked over 40 in one week. Your appointment letter will inform you if your status is non-exempt.

PROBATIONARY PERIOD

The first year of continuous employment at CSUSB will no doubt be a learning experience. You will learn your job duties and responsibilities, get acquainted with your manager(s) and fellow employees, and familiarize yourself with CSUSB in general. We refer to this initial period of employment as your probationary period.

While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily and your performance will be reviewed regularly. Your supervisor will periodically review your work performance while you are on probation. The review will be discussed with you and a copy of the document will be given to you for your records. Your supervisor will retain a copy of the review and provide a copy of the document to the Human Resources Department to be placed in your official personnel file.

Employees satisfactorily completing the probationary period of one year will be granted permanent status (which precludes termination for reasons other than cause, lack of funds or lack of work).

JOB DUTIES

As part of your initial orientation, you will learn the various duties and responsibilities of your job. You will be provided with a copy of the written job description for your individual position. CSUSB maintains certain expectations and standards applicable to your job position. Your manager will review these with you.

All staff positions are assigned job titles and salary ranges according to guidelines established by the Trustees of The California State University. These guidelines, known as Classification and Qualification Standards, are general descriptions of the duties and responsibilities, which are to be

assigned to the various classes of positions. For example, the guidelines do not describe a specific Administrative Support Assistant II position on the campus, but describe the type and level of duties and responsibilities, which should be classified at that level. Therefore, positions with similar duties, responsibilities and qualification requirements will have the same job title and salary range. Copies of the Classification and Qualification Standards are available in the Human Resources Department, the university library and online at www.calstate.edu.

CHANGES IN PERSONNEL RECORDS

Change of address, phone numbers, dependent status, insurance beneficiaries and other changes relating to personnel records *must be promptly reported* to the Human Resources Department.

IDENTIFICATION CARDS

Identification cards are available for staff and faculty. These cards are important not only to confer employee status, but with an ID, employees are entitled to library privileges and discounts to certain university events.

CAMPUS/PERSONAL SAFETY

For your own safety, telephone the campus escort service at extension 75165 during the evening. A campus patrol aide will walk or drive you to your car. Don't forget to wait in a well-lighted area, or inside a campus building until the escort person arrives.

For your added safety, the university has installed many new emergency telephones. Emergency telephones (red cover/ blue light) are located on the exterior grounds and inside campus buildings. Whenever possible, you are encouraged to use the "buddy system" when walking to and from offices.



The scenic California State University, San Bernardino campus



Sierra Hall, Human Resources Office

For vehicle safety, please remember to lock your vehicle, and upon returning to your vehicle, check your surroundings for suspicious persons. Remember to immediately report any suspicious person or circumstances to the campus police.

The campus emergency telephone number is extension 911.

The University Police Department's regular business telephone number is extension 77777 from any campus telephone (except pay phones). Promptly report any situations or events that may require the intervention of the CSUSB Police Department.

PARKING REGULATIONS

Employees who wish to park on campus must use designated

parking areas. All vehicles parked in these areas must display a parking decal 24 hours a day, seven days a week, which may be purchased at the Bursar's Office in the Sierra Hall or University Hall. Parking fees are payable in cash, by check or through payroll deduction. A parking regulations brochure may be obtained through Human Resources or Parking Services. Employees are to pay the appropriate designated parking fee.

Payroll

WORKING HOURS AND SCHEDULE

CSUSB is normally open for business from 8 a.m. to 5 p.m., Monday through Friday. If a summer schedule is in place, the hours are 7 a.m. to 5:30 p.m. Monday through Thursday, closed on Fridays, during the designated summer months. You will be assigned a work schedule and you will be expected to begin and end work promptly according to your schedule. In order to accommodate the needs of our business, it may be necessary to

change individual work schedules on either a short-term or long-term basis.

Although work schedules vary, depending upon departmental needs, the normal work day is from 8 a.m. to 4:30 p.m. or 8:30 a.m. to 5 p.m. with a half hour for lunch. A one-hour lunch may be taken and the daily schedule adjusted accordingly. Rest periods consist of 15 minutes for each 4 hours worked. Rest periods are not to be cumulative and must be taken at the designated time. Support staff employees required to work on days that holidays are officially observed will be compensated, if eligible, either in monetary pay or with compensatory time off at the appropriate overtime rate.

At times, emergencies such as power failures, road closings, earthquakes, fires, or severe weather may interfere with the university's operations. In such an event, the university may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid.

TIMEKEEPING PROCEDURES

Non-exempt employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees are to record when time worked begins and ends, as well as the beginning and ending time of each meal period. Non-exempt employees must also record any departure from work for any non-work-related reason, ie; vacation, sick time etc.

Altering, falsifying, and tampering time records, or recording time on another employee's time record is prohibited and will be subject to disciplinary action, up to and including termination of employment.

Exempt employees may also be required to record their time worked and report full days of absence from work for reasons such as leaves of absence, sick leave, vacation or personal business.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your timecard should be reported immediately to your supervisor, who will address legitimate errors.

OVERTIME

Employees may be required to work overtime on occasions when it is absolutely necessary. However, overtime work is not expected of an employee unless it is assigned by the supervisor in advance and under no circumstances may work be performed on an overtime basis without proper prior authorization. Overtime is defined as authorized time worked in excess of forty (40) hours in a week (7 days).

Overtime is to be compensated in monetary (with pay) or in compensatory time off (CTO) as determined by the supervisor. If overtime should be needed, the supervisor will obtain the administrative approval necessary to issue the assignment and ensure that the employee receives any overtime compensation for which they may be entitled. The method for computing overtime and the compensation for overtime depends on the position classification and appropriate governmental regulations. The employee's supervisor will provide further details when necessary. Generally, exempt managerial, administrative and professional employees are not eligible for overtime compensation.

PAYMENT OF WAGES

PAY PERIODS

University employees are paid once a month, usually the last work day of the month. Please refer to the annual faculty/staff calendar for specific dates. Hourly employees are paid mid-month following the month in which they worked. Direct deposits are usually posted to eligible employee bank accounts by no later than the first business day following the last day of the pay period, depending upon the practice to the respective financial institution. Employees are highly encouraged to sign up for direct deposit.

PAYCHECK POLICIES

Paychecks are normally available by 3 p.m. on a given payday. If there is an error in your check, please report it immediately to your manager.

SALARY RATES

Support staff positions are classified to ensure that ranges of pay are appropriate to the duties and responsibilities of the positions. Each position is placed in a salary range. New employees are normally appointed at the beginning of the salary range.

Salary increases are provided based upon various factions identified in the respective collective bargaining agreements or CSU Policy.

SALARY ADVANCES/LOANS

Employees may request a maximum of one salary advance per fiscal year. Please refer to the campus salary advance policy for terms and conditions of salary advances. The salary advance program may be discontinued at anytime.

AUTOMATIC DEPOSIT

Employees may designate one bank account for automatic deposit of their paychecks.. All of the required enrollment and consent forms are available from the Payroll Office. Once enrolled in direct deposit, all compensation payments will be paid as direct deposit to the employee's designated account.

CREDIT UNION

All full-time and part-time employees are eligible to participate in credit unions. For more details regarding the services a credit union can provide, please contact the Human Resources Department or the credit unions directly.

ATTENDANCE

The university depends upon all of its employees to fulfill its mission of serving the students and community. In order to do this, all employees are expected to consistently demonstrate good attendance practices.

ABSENCE REPORTING PROCEDURES

Your supervisor will provide instructions for reporting absences according to procedures established by your department. Absences due to illness, an emergency or other uncontrollable circumstances must be reported immediately, prior to or at the latest the beginning of your scheduled work period along with an indication of when you will be returning to work. Planned absences are to be arranged in advance and approved by your supervisor.

Additional Employment Information

UNLAWFUL HARASSMENT

In accordance with applicable law, CSUSB prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

It is the policy of California State University, San Bernardino to maintain a working and learning environment free from the harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute a violation of CSUSB or CSU policy will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action.

HARASSMENT DEFINED

Harassment occurs when unwelcome conduct is engaged in because of a protected status of an individual, which include race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, veteran status, physical disability, mental disability, or medical condition, and:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or assessments affecting an individual; or
- 3) Such conduct is so severe or pervasive that its effect, whether or not intended, is a work environment that could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as intimidating, hostile or offensive.

Harassment can be written (in print or electronically), verbal, visual, or physical.

Examples of harassment include:

- Written communications, such as sending inappropriate jokes or comments in print or by e-mail;
- Verbal communications, such as making graphic or degrading comments about an individual and/or his or her body or personal characteristics, or using epithets, derogatory comments or slurs;
- Physical acts, such as unwanted touching, physical interference, or even assault;
- Visual acts or displays, such as derogatory cartoons, drawings, or posters, or inappropriate gestures;
- Making unwelcome sexual advances or propositions, or offering employment benefits or giving preferential treatment in exchange for sexual favors;
- Making or threatening reprisals after a negative response to unwelcome conduct

"Sex" includes, but is not limited to: the victim's actual sex; the harasser's perception of the victim's sex; the harasser's perception of the victim's identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with victim's sex at birth; and pregnancy; childbirth; or medical conditions related to pregnancy or childbirth.

Harassment is prohibited whether perpetrated by a CSU employee or a non-employee. Sexual harassment may be perpetrated by someone who is of

the same sex as the victim. The person who complains of sexual harassment may be the victim toward whom the harassing conduct was directed or a third party who witnessed the harassing conduct.

ADDITIONAL ENFORCEMENT INFORMATION

In addition to the university's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) receive and process complaints of unlawful harassment, discrimination or retaliation in employment.

Employees who believe that they have been treated unlawfully may file a complaint with either of these agencies. The EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes. These agencies also have formal investigative authority.

For more information, you may contact the nearest office of the EEOC or the DFEH.

PROHIBITED CONDUCT

If you have a potential grievance or complaint you are encouraged, whenever possible, to resolve it informally with your immediate supervisor. If resolution is not possible on an informal basis, you may elect to file a formal grievance or complaint with the appropriate administrator, in



Chemical Sciences Building

accordance with the respective collective bargaining agreements or CSU policy. You have the right to representation during these processes.

GRIEVANCES OR COMPLAINTS

If you have a potential grievance or complaint you are encouraged, whenever possible, to resolve it informally with your immediate supervisor. If resolution is not possible on an informal basis, you may elect to file a formal grievance or complaint with the appropriate administrator, in accordance with the respective collective bargaining agreements. You have the right to representation during these processes.

DRUG AND ALCOHOL ABUSE

It is the policy of California State University, San Bernardino that all employees of the university are prohibited from unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance in the workplace. For purposes of this policy, a controlled substance is defined as any material so designated by state or federal statute. Further, the workplace shall be defined as any site in which activity in support of university administered operations is carried out by compensated employees.

Notwithstanding other penalties provided by law, any employee(s) violating this policy will be subject to disciplinary action up to and including dismissal.

PERFORMANCE EVALUATIONS

Performance evaluations are conducted on a regular basis to provide both you and your manager with the opportunity to discuss your job tasks, identify and correct deficiencies, encourage and recognize strengths, and discuss methods for improving your performance.

In addition to these more formal performance evaluations, the university encourages you and your manager to discuss your job performance on an ongoing basis.

IMPROVING EMPLOYEE JOB PERFORMANCE

CSUSB believes in the principle that employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When the university determines that an employee is a candidate for improvement, the university will attempt to help the employee meet the university's expectations.

PERSONNEL RECORDS

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up-to-date. Please report any change of address, phone number, beneficiary, etc., to the Human Resources Department immediately.

Employees may inspect their personnel file in the presence of a representative of the Human Resources Department. Please contact the Human Resources Department in advance to schedule a time to review your file. You may request copies from your file of any documents that you have previously signed.

Only authorized personnel will have access to your personnel file. However, the university will cooperate with, and provide access to, your personnel file to law enforcement officials or local, state, or federal agencies in accordance with applicable law, or by subpoena. All requests to review an employee's personnel file should be referred to the assistant vice president of Human Resources. Confidential health/medical records are not included in your personnel file. The university will safeguard these documents from disclosure and will release only that information (1) as allowed by law; (2) to the employee's personal physician upon written request of the employee; or (3) as required for workers' compensation cases.

CUSTOMER RELATIONS

CSUSB's success depends on satisfying our customers. Employees of CSUSB are expected to treat customers courteously and with the utmost respect at all times. You must attend to our customers' questions and requests promptly and professionally. If you need assistance, please contact your supervisor or another employee whom you know will be able to assist you and/or the customer.

CONFIDENTIALITY

Information about CSUSB, its employees, customers, suppliers, and vendors is to be kept confidential and divulged only to individuals within the university with both a need to receive the information and authorization to receive the information. If in doubt as to whether information should be released, discuss the situation with your supervisor.

All records and files maintained by the university are confidential and remain the property of the university. Records and files are not to be disclosed to any outside party without the express permission of the appropriate administrator.



Jack Brown Hall

PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding the university and its operations must be referred to the assistant vice president of Public Affairs.

Only the associate vice president of Public Affairs is authorized to make or approve public statements pertaining to the university or its operations.

No employees, unless specifically designated by the associate vice president of Public Affairs, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the university must first obtain approval from the assistant vice president of Public Affairs before publication.

CSUSB Facilities

POLICY REGARDING WORKPLACE VIOLENCE

CSUSB is committed to creating and maintaining a working, learning and social environment which is free from violence. Civility, understanding and mutual respect toward all members of the CSUSB community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to the maintenance of a campus culture and environment which serves the needs of the many constituencies which support it. Threats of violence or acts of violence not only impact the individuals concerned,

but also the mission of the university to foster higher education through open dialogue and the free exchange of ideas.

CSUSB prohibits any violent act, threat of violence or any behavior which by intent, action or outcome harms another person. Such conduct will be subject to disciplinary action up to and including dismissal from employment, expulsion from CSUSB and/or civil or criminal prosecution as appropriate.

CSUSB has zero tolerance for violence and threats of violence against members of the university community. To fulfill this policy, the university will work to prevent violence from occurring through training, education, awareness and reporting and will ensure that federal and state laws, as well as university regulations prohibiting violence, are fully enforced.

Anyone observing or experiencing violence or threats of violence is strongly encouraged to report that information to CSUSB's assistant vice president of Human Resources, associate vice president for Academic Personnel, Student Affairs Judicial Affairs Officer or the University Police Chief.

OPERATION OF VEHICLES

The use of CSUSB-owned or CSUSB-leased vehicles, as well as rental of vehicles for university business, is limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities.

All employees authorized to drive any vehicle, whether personal, CSUSB-owned or CSUSB-leased or rented vehicles for use in conducting university business must possess a current, valid California driver's license, current certification of passing the CSUSB Defensive Driving Test and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

From time to time, CSUSB may receive reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee whose job responsibilities include driving of any vehicle, cart, etc., becomes unacceptable to management or the university's insurance carrier, that employee will be restricted from driving on university business.

A valid California driver's license must be in your possession while operating a vehicle off or on CSUSB property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations on or off campus. Drivers must demonstrate safe driving habits.

Certain employees may drive their own personal vehicles while conducting university business. These employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven on university business. CSUSB will pay mileage as total reimbursement in accordance with applicable reimbursement rates. Employees are expected to observe the above policies while on university business, even if driving their own personal vehicles.

USE OF EQUIPMENT

The use of CSUSB-owned or CSUSB-leased vehicles, as well as rental of vehicles for university business, is limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities.

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USE OF STATIONERY AND MAIL SERVICES

All engraved or printed university stationery, envelopes and other work materials are for CSUSB business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on CSUSB letterhead, the employee's name and title or position must be used.

Employees are not to send or receive personal mail using the university's postage services or mail services.

HEALTH AND SAFETY

The health and safety of employees and others on CSUSB property are of critical concern to CSUSB. We strive to attain the highest possible level of safety in all activities and operations.

CSUSB also intends to comply with all health and safety laws applicable to our business.

To this end, CSUSB must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards.

You should report any unsafe conditions or potential hazards to your supervisor immediately, even if you believe you have corrected the problem.

If you suspect a concealed danger is present on the CSUSB's premises, or in a product, facility, piece of equipment, process or business practice for which the CSUSB is responsible, bring it to the attention of your supervisor or the Environmental Health and Safety Officer immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and should contact the Environmental Health and Safety Officer regarding the problem.

Periodically, CSUSB may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact your supervisor for copies of current rules and guidelines.

Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety may be grounds for disciplinary action.

Any workplace injury, accident, or illness must be reported to your supervisor and the Human Resources Department immediately, regardless

of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported promptly.

Benefits

HOLIDAYS

The president establishes the academic work days and holidays for the university. If classes are scheduled on a particular holiday, the president may reschedule the holiday observance to another day consistent with the needs of the campus.

CSUSB observes the following paid holidays:

New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Admissions Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day; and any other holiday designated by the governor as a public holiday.

A personal holiday is also available to you. You are entitled to one paid personal holiday each calendar year. Use of a personal holiday must be scheduled by mutual agreement with your supervisor.

If you are required to work on a designated holiday, you will be compensated according to the collective bargaining agreement for your job classification.

Benefits for employees whose terms and conditions of employment are covered by a collective bargaining agreement may differ from the benefits described above. Please refer to your collective bargaining agreement for a description of the benefits to which you are entitled.



Students at the quad

VACATION

All full-time employees earn vacation credit in accordance with CSU Collective Bargaining Agreements. Vacation credit is prorated for an employee working less than full-time.

Vacation may be taken after completing one month in work status. Employees are allowed limited accumulation of vacation hours. Upon separation from employment an employee is entitled to a lump sum payment for any unused vacation hours.

INSURANCE BENEFITS

HEALTH, DENTAL AND VISION INSURANCE

Employees appointed half-time or more for a period of more than six months and one day are eligible to enroll in state-sponsored health, dental and vision plans. You have 45 calendar days from your appointment date in which to enroll in the health and dental plan of your choice. The effective date of your health, dental and vision coverage is the first day of the month following receipt of the completed enrollment form by the Human Resources Department.

If you elect not to enroll, or fail to submit your enrollment application within the 45-day limit, you then must satisfy a 90-day waiting period (beginning the day you request coverage). The effective date for coverage would be the first of the month following the end of the waiting period. This only applies to health insurance.

OPTIONAL PLANS

Other voluntary insurance plans, such as life, auto, accidental death and dismemberment, homeowner and renter and disability, are available. Many other programs are also available (most through payroll deduction) such as, but not limited to, Dependent Care Reimbursement Account, Health Care Reimbursement Account, the Scholarshare program and more. Complete information on all of these plans may be obtained from the Human Resources Department.

VOLUNTARY SUPPLEMENTAL RETIREMENT PLANS

We offer three supplemental retirement plans: 1) Tax Shelter Annuity Plan 403(b); 2) Deferred Compensation Plan 457; and 3) 401(k). Each of these plans provides you a way to save for retirement on a pre-tax basis and are governed by separate IRS codes. There are no employer contributions to these plans. University employees can participate in more than one of these plans during the same tax year; however, maximum contribution amounts set by the Internal Revenue

Service (IRS) do apply. Further information is available in the Human Resources Office.

CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CalPERS)

Salaried staff employees appointed half-time or more for a period of more than six months and one day are CalPERS members. Both the employer and employee pay into the CalPERS plan. Employees contribute five percent of their salary on a pre-tax basis over \$513 in a month. This mandatory employee contribution is made by monthly payroll deduction. The state contributes an amount to the employee's retirement fund, which will equal or exceed the employee's contribution.

In order to retire through the CalPERS plan, you must have five years of CalPERS service credit and be at least 50 years of age. Retirement is based on total years of service credit, age at the time of retirement and your highest 12- or 36-month consecutive salary. CalPERS provides a disability retirement option. In certain circumstances, employees contribute 5 percent of their monthly salary after the first \$513 on a pre-tax basis.

You are vested after five (5) years of service credit. If you leave CSU employment, there are several options available to you including obtaining a refund of your contributions plus interest or retiring at a later date (if vested). Please contact Human Resources for more information.

NON-INDUSTRIAL DISABILITY INSURANCE

If you are unable to work because of a non-job-related illness or injury, you may be eligible to receive Non-Industrial Disability Insurance.

Non-Industrial Disability Insurance claim forms, DE 8501, may be obtained from the campus Payroll Office.

If you are to receive credit from the time you first become disabled, the first claim must be mailed no later than the 20th day after the first day for which benefits are payable.

All voluntary deductions are withheld unless you cancel them. The State Controller's Office must receive your request in writing prior to the master payroll cutoff date. Specific information is required in your letter, and if omitted, your request will be returned to you. Please contact the campus Payroll Office for more information. State and federal taxes are withheld from the benefits.

The Payroll and Human Resources Department can provide additional information. It is your responsibility to file promptly. If you delay filing

your claim, you may lose benefits to which you would otherwise be entitled. You should also notify Human Resources to discuss what benefits may be available to you under Family Medical Leave and other leave programs.

UNEMPLOYMENT COMPENSATION

Unemployment benefits may be available to you if you become unemployed and apply for benefits through the Employment Development Department (EDD).

Keep in mind eligibility for benefits is determined by EDD and depends on the circumstances of each individual case. For more information, please contact your local EDD office.

SOCIAL SECURITY

CSUSB matches each eligible employee's Social Security contribution dollar for dollar. You may be eligible to receive these benefits upon reaching your eligible retirement age and/or perhaps in other circumstances in accordance with the Social Security laws. It is pertinent that your Social Security card be current and accurate for earnings and tax reporting purposes (i.e. legal name changes).

WORKERS' COMPENSATION

As an employee of CSUSB, you are automatically covered by Workers' Compensation Insurance if you are injured on the job or develop a job-related illness at any time while employed by the university.

A third-party administrator (TPA) is utilized for California State University employees.

The Human Resources Department, Manager of Workers' Compensation, provides information regarding benefit options for an injured employee and assists with the claim processing reporting of industrial injuries.

All necessary and reasonable medical treatment for industrial injuries or illnesses incurred on the job shall be provided, by the university through Sedgewick CMS.

You must report ALL JOB-RELATED INDUSTRIAL INJURIES OR ILLNESSES IMMEDIATELY to your supervisor and to the Human Resources Department.

In a medical emergency, your supervisor or anyone may arrange for prompt medical treatment by dialing phone extension 911. All serious injuries must be reported immediately to the Department of Public Safety.

Initial first aid medical treatment for very minor injuries may be

provided at the Student Health Center during Health Center operating hours (Monday-Friday, 8 a.m. to 5 p.m.). If your injury requires care beyond basic first aid, you will be instructed to go to our industrial clinic. Should an injury or illness be incurred on the job outside of normal business hours, your supervisor will coordinate with the University Police Department for off-campus treatment. The manager of Workers' Compensation is to be notified as soon as possible.

WORKERS' COMPENSATION FRAUD

The law requires that the employer notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who knowingly makes or causes to be made any false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.

SICK LEAVE

CSUSB provides paid accrued sick leave to all eligible employees for periods of temporary absence due to personal illness or injury; disability related to pregnancy; exposure to contagious disease; dental, eye or other physical or medical examinations or treatment by a licensed practitioner; illness or injury in the immediate family not to exceed five days in any calendar year; death of a person in the immediate family. CSU Collective Bargaining



Looking down from the Pfau Library

Agreements provide specific information regarding the use of sick leave. Sick leave may be used for Family Medical Leave.

Full-time employees accrue eight hours of sick leave per month following 30 days of continuous service. Part-time employees receive sick leave accrual on a prorated basis based upon the number of hours worked per month.

Unused sick leave at year's end will carry over to the subsequent year and can be accrued to an unlimited amount. Upon retirement, any unused sick leave is converted to additional years of service credit.

Benefits for employees whose terms and conditions of employment are covered by a collective bargaining agreement may differ from the benefits described above. Please refer to your collective bargaining agreement for a description of the benefits to which you are entitled.

LEAVES OF ABSENCE

GENERAL PROVISIONS

CSUSB may grant a leave of absence in certain circumstances. You should notify your supervisor and Human Resources in writing 30 days in advance or as soon as you become aware that you may need a leave of absence.

The employer will consider your request in accordance with applicable law and the employer's leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your supervisor and Human Resources during your leave, and giving prompt notice if there is any change in your return date.

1. LEAVE AUTHORIZATION

It is your responsibility to request, in advance, from your supervisor permission to use vacation or, if appropriate, CTO credits. If you are ill and cannot report to work, notify your supervisor according to your department policy.

An unauthorized absence, whether voluntary or involuntary, for five consecutive working days without any contact with your department may be grounds for dismissal, subject to collective bargaining provisions.

2. LEAVE WITHOUT PAY

A full-time employee or a part-time employee may be granted a full or partial leave of absence without pay for up to one (1) year in accordance with CSU Collective Bargaining Agreements. Contact the

Human Resources Department for additional information.

FAMILY AND MEDICAL LEAVE

CSUSB will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under either law.

Please contact your supervisor 30 days in advance or as soon as you become aware of the need for a family and medical leave.

1. EMPLOYEE ELIGIBILITY

To be eligible for family and medical leave benefits, you must have at least 12 months of state service.

2. LEAVE AVAILABLE

Eligible employees may receive up to a total of 12 work weeks of unpaid leave during a 12-month period. A 12-month period begins on the date of the employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of family and medical leave after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for an immediate family member (spouse, child, parent or domestic partner) with a serious health condition; (3) to take medical leave when the employee is unable to work because of a serious health condition; (4) military exigency leave; (5) military caregiver's leave.

Under some circumstances, employees may take family and medical leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. If you are pregnant, you may have the right to take a pregnancy disability leave in addition to a family and medical leave.

Please review the pregnancy disability leave policy that follows. Certain restrictions on these benefits may apply.

3. NOTICE AND CERTIFICATION

If you need family and medical leave, you may be required to provide: (1) 30-day advance notice when the need for the leave is foreseeable; (2) medical certification from a health care provider (both prior to the

leave and prior to reinstatement); (3) periodic re-certification; and (4) periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the employer's operation.

If your leave is on an intermittent basis, causing unforeseen absences, you must abide by your college/department's call-in policy.

4. COMPENSATION DURING LEAVE

Family and medical leave is unpaid. CSUSB may require you to use all applicable accrued paid leave (such as vacation and sick leave) to cover some or all of the family and medical leave. The use of paid time off will not extend the length of a family and medical leave.

5. BENEFITS DURING LEAVE

CSUSB will maintain, for up to a maximum of 12 workweeks of family and medical leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, CSUSB may recover premiums it paid to maintain health coverage if you do not return to work following family or medical leave.

If you are unable to return to work at the conclusion of your family and medical leave, and you are entitled to continue your leave under your collective bargaining unit agreement, you may continue your group health insurance coverage through CSUSB by making monthly payments to the carrier for the full amount of the relevant premium.

Please contact the Human Resources Department for further information.

6. JOB REINSTATEMENT

Under most circumstances, upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, upon return from a family and medical leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on family and medical leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

If you are returning from family and medical leave taken for your own serious health condition, but you are unable to perform the essential

functions of your job because of a physical or mental disability, the employer will attempt to accommodate you. Your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

7. UNLAWFUL ACTS

It is unlawful for the university to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for the employer to refuse to hire or to discharge or discriminate against any individual for being involved in any proceedings related to family and medical leave.

CATASTROPHIC LEAVE DONATION PROGRAM

Any CSU employee who accrues vacation or sick leave credits may voluntarily donate either of those appropriate credits to any other CSU employee on the same campus, if the recipient employee has exhausted all accrued leave credits, i.e., sick leave, vacation and CTO, due to a catastrophic illness or injury. Catastrophic illness or injury is an illness or injury that has totally incapacitated the employee from work.

PREGNANCY DISABILITY LEAVE

1. EMPLOYEE ELIGIBILITY

CSUSB will grant an unpaid pregnancy disability leave if you are disabled because of your pregnancy, childbirth or a related medical condition.

2. LEAVE AVAILABLE

If you are disabled due to pregnancy, childbirth or a related medical condition, you may take up to a maximum of four months leave. As an alternative, CSUSB may transfer you to a less strenuous or hazardous position if you so request, with the advice of your physician, and if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

3. NOTICE AND CERTIFICATION REQUIREMENTS

You must provide CSUSB with reasonable advance notice, normally 30 days in advance, of your need for a pregnancy disability leave. In addition, you must provide CSUSB with a health care provider's statement certifying the last day you can work and the expected duration of your leave. Contact Human Resources to obtain the necessary forms.



Inside University Hall

4. COMPENSATION DURING LEAVE

Pregnancy disability leaves are without pay. However, you may utilize accrued vacation time and any other accrued paid time off during the leave. All of those payments will be integrated with any state disability or other wage reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.

5. BENEFITS DURING LEAVE

If you are also eligible for federal or state family and medical leave, CSUSB will maintain, for up to a maximum of 12 work weeks, any group health insurance coverage that you were provided before the pregnancy disability leave on the same terms as if you had continued to work. In some instances, CSUSB may recover premiums it paid to maintain health coverage if you do not return to work following pregnancy disability leave. If you are not eligible for family and medical leave, you will receive continued paid coverage on the same basis as employees taking other leaves.

If you are on pregnancy disability leave but you do not receive continued paid coverage, you may continue your group health insurance coverage through CSUSB by making monthly payments

to the carrier for the amount of the relevant premium. You should contact the Human Resources Department for further information.

6. REINSTATEMENT

If you are also eligible for federal or state family and medical leave, CSUSB will maintain, for up to a maximum of 12 work weeks, any group health insurance coverage that you were provided before the pregnancy disability leave on the same terms as if you had continued to work. In some instances, CSUSB may recover premiums it paid to maintain health coverage if you do not return to work following pregnancy disability leave. If you are not eligible for family and medical leave, you will receive continued paid coverage on the same basis as employees taking other leaves.

If you are on pregnancy disability leave but you do not receive continued paid coverage, you may continue your group health insurance coverage through CSUSB by making monthly payments to the carrier for the amount of the relevant premium. You should contact the Human Resources Department for further information.

WORKERS' COMPENSATION DISABILITY LEAVE

1. EMPLOYEE ELIGIBILITY

All CSUSB employees are covered by Workers' Compensation. Disability leave in accordance with state law is available if you incur an occupational illness or injury, and your claim is accepted. CSUSB may offer you modified work to assist you in transitioning back to full duty. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

2. NOTICE AND CERTIFICATION REQUIREMENTS

You must report all accidents, injuries, and illnesses, no matter how minor, to your immediate manager and the Human Resources Department. You must also provide CSUSB with a health care provider's statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave.

3. COMPENSATION DURING LEAVE

If you are unable to work due to a work-related injury, you will receive a partial wage replacement benefit. You may utilize accrued vacation time and any other accrued paid time off during the leave to supplement your pay. Certain restrictions apply. At no time will you receive a greater total payment than your regular compensation.

4. BENEFITS DURING LEAVE

If you are eligible for family and medical leave under the federal or state family and medical leave laws, CSUSB will maintain, for up to a maximum of 12 workweeks, any group health insurance coverage that you were provided before the workers' compensation disability leave on the same terms as if you had continued to work. In some instances, the university may recover premiums it paid to maintain health coverage if you do not return to work following your workers' compensation disability leave. If you are not eligible for family and medical leave, you will receive continued coverage on the same basis as employees taking other leaves.

5. REINSTATEMENT

Upon the submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. If you are disabled due to an industrial injury, the university will attempt to accommodate you. If you are returning from a workers' compensation disability leave that runs concurrently with a family and medical leave, then the provisions of the family and medical leave policy will also apply.

6. BEREAVEMENT LEAVE

Upon the death of a person in the family and upon request, the employee may be authorized to use up to 40 hours of accrued sick leave for bereavement. When one (1) or more deaths occur in a calendar year, up to 40 hours of accrued sick leave credits may be authorized for each death.

7. FUNERAL

For each death of a significantly close relative, you will be granted leave with pay for a period in accordance with CSU Collective Bargaining Agreements. The term significantly close relative means a spouse and you or your spouse's mother, father, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister or relative living in your immediate household. For further information, please contact the Human Resources Department.

8. OTHER LEAVE PROGRAMS

Maternity/Paternity/Adoption Leave. Time off with pay is allowed upon the arrival of a new child for bonding purposes. Physicians (Unit 1) and public safety (Unit 8) employees are allowed up to 20 work days. Confidential (C99), MPP (M80), executives (M98), CSUEU (Units 2, 5, 7 and 9), faculty (R03), academic support (R04), skilled trades (R06), and public safety (unit 8) employees are provided up to 30 work days.

Please contact Human Resources for more information, forms and restrictions.

Organ Donor Leave. A paid leave of absence not exceeding 30 consecutive calendar days in any one-year period is available for any employee who is donating an organ to another person. A paid leave of absence not exceeding 5 consecutive calendar days in any one-year period is provided to any employee donating bone marrow to another person. Contact Human Resources for further information.



The Indian Wells Center for Educational Excellence at the Palm Desert Campus

MILITARY LEAVE (ACTIVE AND RESERVE SERVICE)

There are three types of military leaves: emergency, temporary and indefinite. If you receive orders to report to active duty with the U.S. Armed Forces, National Guard or Naval Militia, contact the Human Resources Department for information regarding eligibility for military leave.

Benefits for employees whose terms and conditions of employment are covered by a collective bargaining agreement may differ from the benefits described above. Please refer to your collective bargaining agreement for a description of the benefits to which you are entitled

OTHER TIME OFF

JURY DUTY

If you serve on jury duty, you will receive your regular salary, provided the money received for such duty is remitted to CSUSB for deposit in the state fund. Payments for travel and subsistence need not be remitted. If you retain jury duty fees, you will not be compensated for

the time off. However you may use vacation or, if appropriate, CTO to cover the time off.

If you plan to claim your salary for time served on jury duty, you must return to work when excused from jury duty early on a given day provided a reasonable amount of the work day remains, considering travel time to campus and/or the need to change clothing, etc. Of course, if you are excused for the entire day or are given a mid-work day reporting time, you are to report to work.

If you are in doubt as to whether you should return or report to work and when, according to the above guidelines, you should contact your supervisor. You must secure the form Jury Duty Certification, which indicates the time spent on jury duty for a given day. If you are required to appear in court on a holiday, regular day off, or while on vacation or on compensating time off (CTO) you are considered to be meeting the obligation on your own time, and may keep the jury duty fee.

VOTING TIME OFF

If you cannot vote in a statewide public election before or after working hours, then you will be allowed sufficient time off to go to the polls. The employer will pay you for up to the first two hours of absence from regularly scheduled work that is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice to your supervisor of the need to have time off to vote and must give at least three (3) days notice when three days notice is possible.

TIME OFF TO ATTEND SCHOOL ACTIVITIES

If you are a parent, guardian, or grandparent with custody of a child in kindergarten, grades 1-12, inclusive, or a licensed day care center and you wish to take time off to visit your child's school for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each calendar year), per child, provided you give reasonable notice to your supervisor of your planned absence. Employees wishing to take leave for a child's school activities may utilize their existing vacation time or other accrued paid time off. The university requires documentation from the school noting the date and time of your visit.

If both parents of a child work for the university, only one parent – the first to provide notice — may take the time off, unless the university approves both parents taking time off simultaneously.

You may also be granted time off to attend a school conference involving the possible suspension of your child. Please contact your

supervisor if time off may be needed for this reason.

FEE WAIVER

The fee waiver program reduction program provides a unique and exceptional educational opportunity for employees who wish to improve their current skills or embark on a career development plan. For full information, please visit this Web site: <http://hrd.csusb.edu/feewaiver.html> or contact the Human Resources Department at extension 75138

TRAINING AND DEVELOPMENT

The university maintains a visible commitment to the upward mobility of its employees by providing an ongoing program of training and development to assist employees with their career objectives. Workshops, seminars and other offerings are scheduled and publicized throughout the year. Employees may participate in other training and development activities by making a request to their immediate supervisor and the Human Resources Department.

STAFF RECOGNITION PROGRAM

EMPLOYMENT AWARD

The Employment Award is presented to employees who successfully achieve permanent status following the completion of an established probationary period.

PRESIDENT'S OUTSTANDING EMPLOYEE AWARD

Up to two employees are selected annually who have displayed proficiency and dedication in job performance on a consistent daily basis.

PRESIDENT'S SPECIAL ACHIEVEMENT AWARD

Up to two employees are selected annually based on a significant contribution to their department, division or the university.

PRESIDENT'S DISTINGUISHED SERVICE AWARDS

Employees are selected for recognition within the respective divisions.

PRESIDENT'S TEAM ACHIEVEMENT AWARDS

Up to two teams are selected annually who have achieved unique and distinct accomplishments, particularly across divisional and department lines.

SERVICE AWARDS

The university provides annual recognition for employees who have reached 5, 10, 15, 20 and 25 or more years of service.



Coussoulis Arena

RETIREMENT AWARD

This award acknowledges those employees who have elected to retire from the university.

Employee Services and Conveniences

CHECK CASHING SERVICE

A check cashing service is available for employees at the university Bookstore. Personal checks up to a maximum of \$20 may be cashed by using your university I.D. card and your driver's license for identification. An ATM service is also available in the bookstore and an ATM machine is available in the Santos Manuel Student Union.

LIBRARY

The university's John M. Pfau Library is open to all staff members and you are invited to use the collection. Books in the general collection may be borrowed for two weeks, and if necessary, renewed subject to recall for use by other members of the university community. You must present your staff I.D. card in order to borrow library materials.

CHILDREN'S CENTER

The Children's Center is available for children ages 2 to 14 of staff employees

on a prioritized system. The center is open from 7:30 a.m. to 6 p.m., Monday through Thursday, and 7:30 a.m. to 5 p.m. on Friday. Evening child care is offered Monday through Thursday from 6 to 10 p.m.

Information pertaining to fees and other details can be obtained from the Children's Center.

ATHLETIC EVENTS

Employees are encouraged to attend the intercollegiate events on campus. You may be eligible to receive a discount and/or complimentary pass.

For game schedules and cost, please call the Athletics Department.

DISCOUNT AMUSEMENT/ENTERTAINMENT TICKETS

The Human Resources Department maintains discount cards for many recreational attractions, such as Disneyland, Knott's Berry Farm, Sea World, Universal Studios, Movieland Wax Museum, San Diego Zoo and Wild Animal Park, etc., along with membership applications to discount facilities.

Discount movie tickets and discount tickets to various amusement parks are also available at the ASI Box office. A packet of discount cards may be picked up from the Human Resources Department.

KINESIOLOGY AND PHYSICAL EDUCATION FACILITIES

The Department of Kinesiology and Physical Education encourages you to use the facilities for participation in recreational activities. Facilities include tennis and racquetball courts, swimming pool (fall and spring quarters only), gymnasium for volleyball and basketball, weight room, fitness court and jogging trails. Selected equipment is available for check-out at the Equipment Room.

For additional information, please contact the Kinesiology and Physical Education Office.

The fitness center is also available for faculty and staff use on a fee basis. Please contact Recreational Sports for more information.

HEALTH CENTER

University employees may use the Health Center for work-related injuries that require only basic first aid care. For further information contact the Health Center.

Voluntary Termination

If you decide to resign from your employment with CSUSB, we ask that you

provide a minimum of two-weeks written notice. It is your responsibility as an employee to provide written notice to your immediate supervisor as well as Human Resources. This will provide your department as well as Human Resources the opportunity to make the necessary accommodations in our operation.

Prior to your last day of employment, it is your responsibility to return all property owned by CSUSB (e.g., vehicles, computers, keys, uniforms, identification badges/cards, credit cards) and complete the check out process.

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