



STAFF HANDBOOK

Human Resources
June 2003
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INTRODUCTION

This handbook serves as a general guide to staff and managers. It is not all inclusive, and is only a set of guidelines. Some sections make reference to other published sources of university policy and procedures. For example, the Academic Policy Manual (APM) and the Manual of Administrative Policies and procedures (MAPP) contain many university-wide policies and other administrative policies are circulated as they are approved. Any questions about specific sections of this handbook should be directed to Human Resources unless indicated otherwise.

This handbook:

- is not a contract, express or implied,
- does not alter the "at will" status of managers, and
- does not guarantee employment for any definite period of time.

This handbook:

- applies to all managers and employees other than faculty supersedes any previous handbook; can only be changed in writing by the President or his designee; and can be changed unilaterally at any time.

The terms of individual collective bargaining agreements shall prevail. This handbook is not intended to change any agreement negotiated between the CSU and individual bargaining units.

It is intended to be a handy reference to resources available to employees. It is available on the Web at www.csufresno.edu/humres. Suggestions for improving its usefulness are always welcome. Please call Human Resources at 278-2364.

ABOUT THE UNIVERSITY

California State University, Fresno, which occupies 1,410 acres in the northwest section of Fresno, enrolls 20,000 students and employs more than 2,500 staff and faculty.

The sixth oldest in The California State University system, the university originally was established as the first junior college in California in 1910 and as the Fresno Normal School in 1911. Under a single administration with an enrollment of 150 students, it offered a two-year course in teacher training and general and vocational education. Between 1911 and 1921 a campus was built on University Avenue, then the northern border of Fresno.

In 1921 the schools combined and became Fresno State Teachers College, authorized to offer a four-year program and grant the bachelor of arts degree in teaching. By an act of the Legislature in 1935, the campus officially was renamed Fresno State College. A variety of degree programs was offered, and expansion accelerated after World War II. The first master's degree was offered in 1949; by 1989 it was offered in 42 fields of study.

Between 1953 and 1958 the college was moved from the University Avenue location, by then surrounded by the City of Fresno, to its present site. The Donohoe Higher Education Act united nineteen California State University Colleges into a single system in 1960, and in 1972 the system became the California State University and Colleges. At that time, Fresno was one of fourteen campuses to receive the title of University. In 1982 the system was renamed The California State University. In 1990 the system was expanded to twenty campuses, all having the title University. Currently, there are twenty-three campuses in the CSU system.

Responsibility for The California State University is vested in the Board of Trustees, whose members are appointed by the governor. The trustees appoint the Chancellor, the chief executive officer of the system, and the President's, the chief executive officers on the respective campuses. The Trustees, the Chancellor, and the Presidents develop Systemwide policy. Actual policy implementation takes place at the campus level through broadly based consultative procedures.

RESPONSIBILITIES OF A UNIVERSITY EMPLOYEE

Whether an employee occupies a position involving instruction, administration or support services, the responsibility is the same -- to serve our students. While the nature of contact with students varies according to job assignments, the manner in which an employee's responsibilities are carried out has a significant influence on the entire educational program at California State University, Fresno.

An employee's supervisor is responsible for assigning work, evaluating progress and ensuring compliance with rules, regulations and procedures. In addition to following the specific rules and procedures associated with the job assignment, an employee also has a responsibility to comply with the general rules, regulations and procedures of the university, the CSU system, the State of California, and the federal government.

Responsibilities which are shared by all university employees include:

- The safe and proper use of supplies, equipment and facilities
- The use of work time for approved state business
- Conducting work in the best interests of the university
- Observing scheduled working hours, rest breaks and meal periods
- Securing advanced approval for planned absences
- Prompt reporting of unplanned absences, job-related injuries and hazards

ACCIDENTAL INJURY OR EMERGENCY ILLNESS

In case of an emergency illness or accident to an employee, student or visitor, the campus first aid station is University Health and Psychological Services. If further injury will not result from movement, the individual should be transported immediately to University Health Services. If injury is severe and/or University Health and Psychological Services is closed, dial 911 or call the Campus Police. Officers are cardiopulmonary-resuscitation (CPR) and first aid qualified and can obtain immediate response to a request for an ambulance.

After first aid or medical care has been provided to an injured employee, the supervisor must complete a Supervisor's Report of Work Injuries/Illness form and immediately forward it to the Workers' Compensation Specialist. It is incumbent upon the Workers' Compensation Specialist to respond within 24 hours of the accident or disability. All injuries and hazards must be reported.

For more information regarding work related injuries go to: www.csufresno.edu/ehs/workers-comp.htm. For a Predesignation of Personal Physician form go to www.csufresno.edu/ehs/Faqs.htm#Physician.

ADMISSION FOR CAREER DEVELOPMENT COURSES

Admission for the purpose of enrolling in courses as part of an approved Career Development Plan shall be with approval of the appropriate administrator. CSU admission requirements must be met or waived by the appropriate administrator. The employee is required to complete and submit a Request for Faculty and Staff Application Fee Waiver form as well as a CSU admission application (application fee waived). Necessary documents for matriculation such as transcripts of previous college or university work, test scores, etc., must be submitted to the Office of Admissions and Records. Enrollment shall be continuous as long as space is available and as long as the employee remains in good academic standing, maintaining satisfactory progress toward the objectives outlined in the employee's Independent Development Plan. Independent Development Plans should be revised annually and placed on file in the Employment and Recruitment Office.

Any fees waived for fee waiver participants taking graduate level courses as part of a career development plan may be considered taxable income.

University staff who are seeking degrees or certificates are held to the same admission requirements as all other participants. Admission to impacted majors is competitive, without special consideration shown to staff employees. Staff enroll on a space available basis.

Continuing students as well as those who have just been admitted or readmitted to the university are required to complete a Request for Faculty and Staff Fee Waiver form listing the course information.

To achieve a reasonable balance between regular work responsibilities and the course load taken under the Fee Waiver Program, there is a limit of 6 units or two courses which can be waived each semester. Employees are responsible for the fees of any courses that are taken in addition to the allowed two courses/6 units under this program. Eligible employees on an approved leave of absence may be permitted to enroll in more than two courses under the Fee Waiver Program. Employees should refer to their Collective Bargaining Agreement (CBA) for more specific details.

Permission may be granted to use a reasonable amount of work time to attend one work-related or approved career development course per semester. Approval may be granted if the course is taken at Fresno State and the appropriate administrator determines that the operational needs of the department/unit will be met in an orderly and normal manner in the employee's absence. Please consult the appropriate CBA for any exceptions.

There are several types of fees associated with applying and registering for classes. All participants in the Fee Waiver Program who take the normal unit load allowed under this program will pay the fees listed in their CBA.

If the employee chooses to exceed the permissible unit load under the Fee Waiver Program, the employee will be responsible for paying any difference between the amount waived and the full State University Fee. All other fees shall be at regular rates. Employees are also responsible for paying any late registration fees if appropriate registration deadlines are not met.

In some circumstances, the employee may wish to enroll on his/her own time at a CSU campus other than Fresno State. In such cases, the Employment and Recruitment Office may provide the employee with written certification that the employee is eligible to participate in the Fee Waiver Program and that the employee is enrolling in courses which are either work-related or part of a Career Development Plan. The employee must then follow all admission procedures, registration deadlines, etc., as determined by the campus of enrollment rather than Fresno State.

At the close of each semester, the appropriate manager in the Employment and Recruitment Office shall conduct an evaluation of the employee's performance in any courses taken on the Fee Waiver Program. This may include a review of the grade(s) received for each course taken. If performance in the course(s) is less than satisfactory, a review shall be made of the initial decision to use the program to address specific training needs. Consistent unsatisfactory performance in the course(s) or lack of progress toward the goals stated in the employee's Career Development Plan may be cause for withholding further approval for participation in the Fee Waiver Program. In addition to these individual reviews, there will be periodic assessment of the benefit to the campus following the completion of work-related courses by employees.

Regularly enrolled students (who have paid full fees) are accommodated before staff employees using the fee waiver program. Employees participating in the Fee Waiver Program are not entitled to routine personal care at the University Student Health Center. When requesting service at some offices, employees may be asked to do so at times that are convenient for the office or unit providing the services.

ADMISSION FOR WORK-RELATED COURSES

Admission for the purpose of enrolling in courses deemed work related shall be with the approval of the employee's appropriate administrator. The CSU admission requirements do not apply to employees enrolling in approved work-related courses. The employee is required to complete and submit a Request for Faculty and Staff Application Fee Waiver form, as well as a CSU admission application.

Enrollment Services shall establish an academic record for each employee admitted for work-related course study, but the employee need not send transcripts of previous work or test scores unless the employee subsequently declares an educational objective (degree program) as part of an approved Career Development program.

AFFIRMATIVE ACTION

The policy of California State University, Fresno is to provide equal employment, education, housing and services without regard to race, color, religion, gender, marital status, pregnancy, national origin, age (over 40), disability, veteran's status or sexual orientation. In furtherance of this policy, the University shall take action consistent with established Federal and State laws and regulations to recruit, employ, retain and advance covered veterans, individuals with disabilities, women, and minorities.

To understand some of the different kinds of discrimination, following are some examples of illegal discrimination:

1. Equal Pay: Men and women have the right to receive equal pay for equal jobs. Jobs are considered equal if they are substantially equal in terms of required skills, effort, responsibility, and working conditions.
2. Age Discrimination: Employers may not discriminate against employees over the age of 40 in employment and in employment-related services and benefits.
3. Disability: Individuals who have physical or mental impairments which substantially limit one or more major life activities may be considered disabled. If qualified to do the essential functions of a job, employment

opportunity may not be denied. If an employee can perform the essential functions of a position with the provision of reasonable accommodation, Fresno State is required to provide that accommodation.

4. **Pregnancy:** The university may not discriminate on the basis of pregnancy. An employee may not be terminated or refused a promotion because of pregnancy. An employee cannot be forced to go on leave if she is able to perform the duties of the job. Upon return to work after a pregnancy, the employee is entitled to the same treatment as any employee who has been out on any other kind of disability.

Additional information on equal employment opportunity is available in the “Equal Employment and Educational Opportunity Plan,” and from the Affirmative Action Coordinator in Employment and Recruitment.

APPOINTMENTS

Each university staff employee is appointed to a particular position in a classification with the issuance of a formal letter of appointment from Human Resources. The type of appointment received depends upon the conditions of employment. New employees are appointed with temporary, probationary, or permanent status.

Temporary appointments are made when the term of employment is for a specified period of time. With the exception of managerial employees, persons employed full-time in a continuing position receive probationary appointments. Probationary employees may be recommended for permanent appointment with permanent status following the successful completion of a specified period of probationary service as specified by their governing Collective Bargaining Agreement.

Service as a managerial employee is at will and at the pleasure of the President. Permanent status is not granted with a managerial appointment nor can permanent status be achieved within the Management Personnel Plan.

All new employees must report to the Office of Employment & Recruitment on the first day of work. Employees will complete the necessary forms on the first day of employment to assure that they are paid accurately and on time. Employees will be fingerprinted and will sign the Oath of Allegiance. All new employees must provide proof of their legal right to work in the United States. The Benefits Manager will explain a variety of health, dental, and other insurance plans available.

University policy is to appoint staff employees within the first quartile of the salary range. However, there are circumstances when it is appropriate to appoint at a higher level. Such Circumstances include: recruiting difficulties in filling vacant position, superior or unique candidate qualifications, or evidence showing that a higher salary step is necessary to meet salary equivalency in the labor market.

A current employee who competes successfully for a higher level position is offered the minimum salary in the higher classification, or a 5% increase, whichever is greater.

AUXILIARY ORGANIZATIONS

There are five recognized auxiliary organizations at California State University, Fresno. These non-profit auxiliaries are organized to assist the university by carrying on activities that are instructional and service aids not normally furnished by state budget. Employees of these organizations are not State employees. The recognized auxiliaries and their primary purposes are as follows:

1. ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, FRESNO: Student Government, the *Daily Collegian*, the Child Day Care Center, Tutorials, Special Weekly Programming and Intramural sports.
2. CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.: Kennel Bookstore, University Student Union, and Food Services.
3. CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION: Endowments, Scholarships, Grants, Loan Funds, Fund Raising, Research and Special Projects.
4. AGRICULTURAL FOUNDATION OF CALIFORNIA STATE UNIVERSITY, FRESNO: University Farm and Student Agricultural Projects.

5. THE CALIFORNIA STATE UNIVERSITY, FRESNO ATHLETIC CORPORATION: Support of NCAA sports.
6. PROGRAMS FOR CHILDREN: Childcare centers.

BENEFITS INFORMATION

The university provides a comprehensive and competitive benefits package. Employees with appointments of half time or more, extending for more than six months, are eligible for the benefits described here. However, certain benefits may have more specific eligibility requirements, and employees are encouraged to contact the Benefits Office. New employees will be scheduled for a benefits orientation on an ongoing basis.

BEREAVEMENT LEAVE

Upon request to the appropriate manager, and in accordance with the provisions in the appropriate collective bargaining agreement, employees are granted a leave of absence with pay for each death of a significantly close relative, as defined in the collective bargaining agreement.

Specific questions regarding bereavement leaves of absence should be directed to Human Resources.

BLOOD BANK

A blood bank for all university employees and their family members is maintained with the Central California Blood Bank, 3445 North First Street, Fresno. Blood drives are held semiannually on campus to ensure adequate reserves, and blood or cash donations also may be made directly to the Central California Blood Bank. If an employee or a member of an employee's family needs blood, the Benefits Office should be contacted for withdrawal information. Employees do not need to have contributed blood to apply for withdrawal credits.

BOMB THREATS

If an employee receives a bomb threat by telephone, mail or personally, the employee's supervisor should be notified and the Campus Police contacted immediately. If an employee discovers a suspicious package or object, the item should not be touched. Again, the supervisor should be notified and the Campus Police contacted immediately. If the supervisor is not available, the employee should contact the Campus Police directly.

BOOKSTORE AND PAVILION

A wide variety of school, office and computer supplies, gift items, art supplies, textbooks, reference books, novels, and other reading materials as well as video rentals and other services are available at the Kennel Bookstore and in the Pavilion. The Print and Copy Center, located within the Kennel Bookstore, offers a variety of services. Business hours vary throughout the year.

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS)

Employees with an appointment of half time or more and an appointment longer than six months will be enrolled automatically by the Payroll Office in the California Public Employees' Retirement System. Membership in this system involves both the employee and university contributions. For further information about CalPERS, please visit their website at www.calpers.ca.gov. You may also find more information in the Retirement Benefits section of this handbook or contact the Benefits Office.

All active CSU employees who are not participants in CalPERS/STRS, or Social Security because they work less than half time or are employees on a seasonal or intermittent basis will be moved into the Defined Contribution (DC) Plan administered by the University of California (UC) or PST (Part-Time/Seasonal Temporary Employees) Retirement Plan administered by the Department of Personnel Administrators. Membership is mandatory and

requires a 7.5% pre-tax employee contribution. There is no employer contribution. Employees are 100% vested upon enrollment. (More information is listed on Page 25 of this handbook)

CALLBACK TIME

Eligible employees may be directed back to work by the appropriate administrator after completing a normal work shift or on an authorized day off. Callback time shall be earned and credited in accordance with provisions in the appropriate collective bargaining agreement.

CALPERS MEMBER BOOKLET - SURVIVOR'S BENEFITS

The Benefits Office can provide a booklet designed to provide general information regarding various benefits that could be payable to an employee's survivors.

CAREER DEVELOPMENT PROGRAM

The primary responsibility for career development rests with the employee. While job promotions are not guaranteed as a result of completing courses in a Career Development Plan, an employee may be better prepared and more competitive for job vacancies as a result of having completed specific courses or a degree program. A Career Development program provides the framework for the systematic growth and development of employees. Recognizing the needs and objectives of employees who aspire to higher levels of skills, knowledge, competence, supervision or management, and recognizing that the university, as well as the employee, benefits from such achievements, the CSU system encourages career improvement and advancement by providing, in accordance with provisions of the appropriate collective bargaining agreement, a limited amount of work time and a fee waiver program for courses which have been approved as an integral part of an individual career development plan or which are job related.

Participation in the Career Development program is strictly voluntary. Employees who have specific questions regarding the program, program eligibility and/or the application procedures involved are encouraged to contact the Employment and Recruitment Office for information and assistance or the Fee Waiver help line at 278-7269.

CATASTROPHIC DONATED LEAVE (CDL) PROGRAM

The Catastrophic Leave Donation (CLD) Program allows for the donation and receipt of vacation and sick leave credits between all eligible University employees. Donated leave may be used by an employee who has a catastrophic illness or injury and has exhausted all leave credits normally available to cover the required absence from work. The CLD program also applies to situation where an employee needs to be absent from work due to a catastrophic illness or injury of an immediate family member. If an employee is eligible for Non-Industrial Disability (NDI), s/he must apply for NDI to be eligible to apply for the CLD.

The Catastrophic Leave Donation Program (CLD) shall apply to all eligible employees temporary, probationary, and permanent academic and nonacademic employees, confidential employees, and management employees covered by the Management Personnel Plan.

The illness/injury must be one that has totally incapacitated the employee from work. Conditions which are short term in nature (for example: flu, measles, common illnesses, common injuries, etc.) are not covered. Chronic illnesses which result in intermittent absences from work may be considered (for example: cancer, AIDS, major surgery). Generally speaking, such chronic illnesses or injuries must be considered both long term in nature and require long term recuperation periods. The medical verification required should indicate a total incapacitation from work.

The illness or injury may also include an incapacitated member of the employee's family if this results in the employee being required to take time off for an extended period of time in order to care for the family member and the employee has exhausted all of his/her accrued vacation credits and all of his/her accrued sick leave credits which

may be used for family care in accordance with the appropriate collective bargaining agreement. Only donated vacation credits may be used for such family care leave.

Donated leave credits may be used to supplement Industrial Disability Leave, Non-Industrial Disability Leave, or Temporary Disability payments upon the application for these benefits by an eligible employee. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly rate of compensation.

The total donated leave credits shall normally not exceed three calendar months calculated from the first day of catastrophic leave. In exceptional cases, and additional three-month period may be approved.

For additional information call the Benefits Office.

CHANGE OF NAME OR ADDRESS

Changes of address, name, and/or number of exemptions must be made by submitting a completed *Employee Action Request* form to the Payroll Office. A form can be obtained either through the Form Fax-Back option on the Payroll Office's Voice Messaging System or in person. The Payroll Office will process the completed tax form information into the State Controller's Office data base. The employee's W-2 form, the annual statement of wages paid and the tax withheld is required for income tax reports, which includes the address on file with the State Controller's Office.

Changes of beneficiary on insurance plans, or changes of designee (the person entitled upon the employee's death to receive pay warrants payable to the employee) must be made in the Benefits Office.

CHECK CASHING

With a staff identification card, employees may cash personal checks for up to \$25 at the Kennel Bookstore.

CLASSIFICATION

Classification is the organizing of positions into groups (or classes) on the basis of similar duties, responsibilities and qualification requirements. A class is a specific group of occupational positions which are similar in duties and responsibilities so as to justify common treatment in compensation, qualification requirements and other employment policies and procedures.

A position, vacant or occupied, is characterized by certain duties and responsibilities which determine its classification title in accordance with class specifications approved by the Trustees of The California State University. An incumbent employee does not by virtue of experience, education, length of service, loyalty or seniority determine the classification title. It is the position, *not the employee*, which is classified. Classification is determined solely by the duties and responsibilities assigned or delegated to the position. A classification title is a definite, descriptive designation of an employee's position. A class specification (class standard) is a written description of class duties and responsibilities of a position and the qualification requirements demanded of position incumbents. Classification standards are available for review in the Employment and Recruitment Office, in the Government Publications Department of the Henry Madden Library, and on the Web at <http://www.calstate.edu/HRAdm/classstandards.shtml>.

CLEAN-UP TIME

In accordance with provisions in the appropriate collective bargaining agreement and when deemed necessary by the appropriate administrator, a clean-up period shall be provided.

COLLECTIVE BARGAINING AGREEMENTS

Available on the web at http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml.

CONFIDENTIAL EMPLOYEES

Confidential employees assist management in preparing materials for union-related business. There is a limited number of confidential employees on campus.

CONFLICT RESOLUTION

An employee who has a potential complaint or grievance is encouraged, whenever possible, to resolve it informally with the non-bargaining unit supervisor. Part of this informal process may involve assistance from a Human Resource Manager or consultation with a staff member of the Employee Assistance Program. If resolution is not possible on an informal basis, more formal proceedings may be initiated in accordance with provisions in the appropriate collective bargaining agreement. An employee has the right to representation during the complaint or grievance process.

CREDIT UNIONS

University employees are eligible for membership in the California State Employees Credit Union, the Educational Employees Credit Union, the Golden 1 Credit Union and the State Center Credit Union. Savings deposits and loan repayments can be made through payroll deductions. Membership eligibility requirements vary; contact individual credit unions for specific information.

DEFERRED COMPENSATION AND 401(k)

An employee who is covered by CalPERS and social security is eligible for enrollment in deferred compensation and 401(k). Deferred compensation and 401(k), administered by the State of California, enable an individual to increase financial independence in preparation for retirement years and to defer taxes on those investments. The state, upon request, will invest the deferred compensation and/or 401(k) with investment companies of the employee's choice. Taxes on deferred compensation and 401(k) are paid at the time of withdrawal or retirement.

DENTAL CARE INSURANCE

There are two plans available to eligible staff employees.

Enrollment in dental care insurance is not automatic. Eligible employees need to complete an enrollment document within 60 calendar days of appointment. Generally, coverage begins the second month following the date the enrollment document was signed. However, coverage will not be effective until the employee is in pay status. Valid confirmation of dental care insurance will appear on the employee's payroll warrant and earnings statement (marked "Dental") in the deduction column. Employees must wait for this confirmation before attempting to use their dental care insurance.

DEPENDENT CARE REIMBURSEMENT PROGRAM

This program allows employees to pay for necessary dependent care through pre-tax payroll deductions. With a dependent care account (DCA), regular deductions will be made from the employee's monthly salary, before income taxes are withheld.

The total monthly amount to be withheld must be a minimum of \$20 up to a maximum of \$416.66. The annual enrollment period is September for the following calendar year. An employee who wishes to participate must enroll each calendar year. Contact the Benefits Office for further information about this program.

DIRECT DEPOSIT

Through the Direct Deposit program, an employee can elect to have warrants automatically deposited into a savings or checking account at the financial institution of choice. Eligible employees may enroll at any time. Contact the Payroll Office for information and specific enrollment procedures.

DISCIPLINE

The university has the authority to impose discipline on employees which may include suspension, demotion or dismissal. The university encourages progressive corrective action be taken prior to the imposition of discipline. In accordance with Section 89535 of the Education Code, a permanent, probationary or temporary employee may be disciplined for any of the following reasons:

- Immoral conduct
- Unprofessional conduct
- Dishonesty
- Incompetence
- Addiction to the use of narcotics or habit-forming drugs
- Failure or refusal to perform the normal and reasonable duties of the position
- Conviction of a felony or conviction of any misdemeanor involving moral turpitude
- Fraud in securing appointment
- Drunkenness on duty

DISCOUNT CARDS

Employees may request discount information from the Employment, Recruitment, Classification and Compensation Office for a number of amusement parks and tourist attractions throughout California including Disneyland, Great America, Knott's Berry Farm and Magic Mountain.

DRIVING ON STATE BUSINESS

All state employees are required to attend a Defensive Driver Training course *before* they are authorized to operate state vehicles or claim mileage for operating a privately owned automobile. In addition, employees must possess a valid California driver license and have a good driving record, as verified by the Department of Motor Vehicles.

To obtain specific information concerning the criteria for driving on state business or to secure the required authorization contact the Risk Management Office.

DRUGS AND ALCOHOL

On campus property, the solicitation, sale, use, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes is prohibited.

Consumption of alcohol is prohibited in individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad. On campus use of alcohol is limited to certain approved events and locations covered by the guidelines of the University's Official Policy on Alcohol and Other Drugs.

The sale of alcoholic beverages in any form on the university campus is not permitted without written authorization. On those rare occasions when the serving of wine and/or beer may contribute in a positive way to a campus function, permission may be granted, but in no event shall state law or state code be violated. Request for permission to serve wine and/or beer must be made in writing, giving full details and justification, to the Director of Environmental, Health and Safety a minimum of seven (7) working days prior to the date of the function.

Pursuant to Education Code Section 89535, employees may be disciplined, up to and including termination, for the following causes:

1. Conviction of criminal offenses involving the illegal use of drugs.
2. Appearing for work impaired by the use of alcohol and/or controlled substances.
3. Addiction to the use of controlled substances.

Employee assistance services are available for faculty, staff and managers through the Employee Assistance & Development Office. An experienced and specially trained therapist serves as the coordinator and counselor for this program. Information assessment and referral services to community treatment programs are available. All contacts with the Employee Assistance and Development Office are confidential. The Employee Assistance & Development Office is located in San Ramon 3, #119. The telephone extension is 278-4357 (CSU-HELP).

DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS AND COMMUNITIES ACTS

Each employee of California State University, Fresno needs to be aware of the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These requirements include the notification to each employee of campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal sanctions which apply, possible health risks, and available counseling.

EMERGENCY ASSISTANCE

In the event of a life or property threatening emergency, access to emergency telephone network can be obtained by dialing 911 on any campus telephone. "911" calls are received by the Campus Police Department which is equipped to quickly obtain whatever assistance is needed (e.g., paramedic service, ambulance, fire department, first aid, etc.).

In addition, emergency telephones are strategically placed throughout the campus. Use of these telephones, which are direct lines to the Campus Police Department, will elicit an immediate response.

EMERGENCY SITUATIONS

During periods of emergency, the University's primary concern is the safety of students, employees and the general public. Although complete safety cannot be guaranteed at all times, managers have been delegated the authority to release employees from work any time there is a danger of bodily harm. If no manager is available, employees are to use their own judgment. Employees are authorized to evacuate premises without confirmation of higher authority if they feel they are in imminent danger, but such action must be reported to the manager at the earliest possible moment.

Employees are encouraged to familiarize themselves with the *Emergency Procedures Handbook* which is available from the Campus Police Department and with their department's Illness and Injury Prevention Procedures (IIPP).

EMPLOYEE ASSISTANCE & DEVELOPMENT

To assist employees with both work-related and personal problems (i.e., psychological, alcohol-drugs, marital-family, medical, financial) which may have an adverse effect on an individual's job performance and attitude, the Employee Assistance & Development Office (EA&D) offers consultation, assessment and referral services. This office ensures that employees at all levels have the opportunity to obtain the best professional help in an atmosphere of understanding, privacy and complete confidentiality. EA&D services are available to all employees and their families. Self-referral is encouraged. With the supervisor's permission, an employee may use the services of the EA&D office on state time. However, if the employee does not wish to seek the supervisor's permission, then the EA&D services must be used during the employee's non-work hours.

In addition, EA&D regularly coordinates staff development training and activities on campus. The Life+Work+Links program (LWL) is also affiliated with EA&D. It offers a wide range of programs, workshops and information to promote personal, physical and social health, and well being. LWL builds community by helping employees find and share common interests with their colleagues.

EMPLOYER-EMPLOYEE RELATIONS

The California Higher Education Employer-Employee Relations Act (HEERA) is applicable to university employees. Under the act, employees are free to join or not join and participate in the activities of employee organizations.

While employees may be members of and participate in the activities of employee organizations, working hours and university offices and equipment may not be used to conduct or participate in the business affairs of such organizations. Union business involving employees shall be conducted during non-work time except as provided in the Collective Bargaining Agreement. Union business shall not interfere with campus programs or operations.

The Public Employment Relations Board has authorized the following units for collective bargaining purposes:

- Unit 1 - Physicians
- Unit 2 - Health Care Support
- Unit 3 - Faculty
- Unit 4 - Academic Support
- Unit 5 - Operations Support
- Unit 6 - Skilled Crafts
- Unit 7 - Clerical/Administrative Support
- Unit 8 - Public Safety
- Unit 9 - Technical Support

Listings of specific classifications included in each collective bargaining unit may be found in the Memorandums of Understanding (collective bargaining agreements) or in the negotiating proposals which are available for review in the Government Publications Department of the Henry Madden Library and on the Web.

Periodically, the Joint Labor Council, comprised of representatives from each of the nine collective bargaining units, meets with the President to discuss issues affecting both staff and faculty employees.

EQUIPMENT/SUPPLIES/PERSONNEL, NON-UNIVERSITY RELATED USE

State vehicles and property, including telephones, computers and fax machines are to be used for authorized university business only. Incidental use of state equipment and materials for personal use is permitted in accordance with State statute. Additional information is contained in the Computer Use Policy.

Personal mail received in the University Mail and Warehouse Services without proper postage affixed will be returned to the sender. No personal mail or mail unrelated to university business is allowed through the University's metered postage system without prior payment for postage.

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

Under the Family and Medical Leave Act of 1993 (FMLA), an employee with more than twelve months of service with the university may have a right to unpaid family medical leave (FMLA leave). This leave may be for reason of the birth, adoption or foster care placement of the employee's child or for his/her own serious health condition or that of his/her child, parent or spouse.

Even if not eligible under FMLA, if disabled by pregnancy, childbirth or related medical conditions, an employee is entitled to take a pregnancy disability leave up to four months, depending on the period(s) of actual disability. If eligible for FMLA, an employee has certain rights to take both pregnancy leave and a FMLA leave related to the birth of a child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed by the law. If an employee is on non-pay status while on family medical leave, the university is required to maintain the employee's health, dental and vision coverage. The employee will continue to be responsible for the employee portion of the insurance cost.

FARM PRODUCTS

A wide variety of agricultural products are available for purchase through the College of Agricultural Sciences and Technology. Ornamental Horticulture (Plant Science) offers flower arrangements for all occasions; meat is

available from the Meat Lab (Animal Science); and the Farm Market, located at North Chestnut and East Barstow Avenues, offers dairy and meat products, plants and seasonal fresh fruits and vegetables.

FEE WAIVER PROGRAM

To enhance the University's effort to promote career development for staff, the university offers a Fee Waiver Program. This program allows eligible staff members the opportunity to attend classes at this and other CSU campuses at reduced rates. Fresno State employees who wish to enhance job skills or prepare for a future career are encouraged to participate in this program. Some Collective Bargaining Agreements allow this program to be transferred to a spouse or a dependent child.

Only those classes offered through the regular fall and spring academic semester are honored under the Fee Waiver Program. Fees for classes associated with Winter Intercession, Summer Session, or other University Extension classes are not waived under any circumstances. All classes must be taken for grades or credit/no credit. Employees are not permitted to audit any classes taken through this program.

An employee may be eligible to participate in the Fee Waiver Program if he/she is either a full-time employee or part-time permanent employee. Management Personnel Plan (MPP) employees are also eligible to participate. Employees in the categories above who are on an approved full or partial leave of absence with or without pay remain eligible to participate. Employees who separate from the university or otherwise become ineligible before or during the eighth week of the academic semester shall be required to reimburse the university for any fees normally waived under the Fee Waiver Program.

For more specific information about eligibility, the employee should contact the Employment and Recruitment office.

There are two options which are applicable to the Fee Waiver Program. For those who are eligible, fees may be waived for courses which are either work related or part of a career Development Plan.

FIRST AID

University Health and Counseling provides emergency and first aid care to staff, faculty, managers and visitors on campus. Should a sudden injury or illness occur when University Health and Counseling is closed, the Campus Police Department should be notified.

FLEXCASH

FlexCash is an optional benefit plan which allows an employee to waive CSU medical and/or dental insurance coverage in exchange for cash, provided that the employee has other non-CSU coverage. An employee who waives medical and/or dental insurance coverage will receive additional money in each monthly pay warrant (this additional money is taxed). Employees covered as a dependent of another CSU employee are not eligible to participate in the FlexCash program.

FOOD SERVICES

Employees are welcomed to dine at all campus food service facilities. A wide variety of services are available throughout the campus, including a formal restaurant as well as fast food option. Business hours vary throughout the year.

FORMAL LEAVE OF ABSENCE WITHOUT PAY

Permanent employees may be granted a leave of absence without pay for a period not to exceed one year with the approval of their manager and appropriate Vice President in accordance with provisions of the appropriate collective bargaining agreement. Such leaves are rare. Requests for leaves of absence for medical reasons must be

accompanied by written substantiation from the attending physician. A written release to return to work from the attending physician must be submitted prior to reinstatement from a medical leave of absence.

Leaves of absence are an employment privilege and not a right. An employee desiring a leave of absence must submit a request in writing and, upon securing the required approvals, forward the request to Human Resources. All vacation, personal holiday, and holiday credits must be used before an employee is placed on leave without pay status. In addition, leaves of absence for illness will not be granted until all sick leave credits have been exhausted. *(Please note that if a formal leave without pay is approved, you as the effected employee must contact the Benefits Office regarding the status of your benefits.)*

GENERAL SAFETY PRACTICES

It is the policy of the university to maintain an environment for its students, employees and visitors that does not adversely affect their health, safety or subject them to avoidable risk or accidental injury. The university promotes a health, safety and loss control program to benefit all employees.

To be effective, safety practices must be known and followed. It is the manager's responsibility to read the Injury and Illness Prevention Program, as well as to provide and document safety instructions to employees prior to a work assignment or use of equipment; emphasize that safety takes precedence over expediency or shortcuts; provide needed safety and protective equipment devices and ensure that they are used; inspect all work areas for unsafe practices and conditions, take prompt corrective action to eliminate potential causes of accidents, and document such inspection and corrective action. It is also the manager's responsibility to investigate all accidents and complete necessary forms; to assure that an injured employee receives immediate first aid from University Health and Counseling and, if necessary, medical treatment; managers must remain in contact with the injured or ill employee who is away from work for an extended period of time; to motivate employees to observe safety rules and regulations; to conduct periodic in-service safety training on a regular basis; and include safety responsibilities in performance appraisal. Use of portable fans, heaters and similar devices are authorized under specific guidance received by the EH & S Office. It is the manager's responsibility to assure compliance with this regulation. The use of open flame and the burning of combustible materials, is not permitted in university buildings except in support of the academic mission, (labs, shops, etc.) or by the trades persons during maintenance operations. Smoking is not permitted in any university buildings or vehicles.

Employee cooperation is expected in: using appropriate safety guards and equipment; reporting all accidents and injuries immediately to the supervisor and promptly obtaining first aid and, if necessary, medical treatment; and reporting unsafe practices and/or conditions to the supervisor or to the Environmental Health and Safety Office. In addition, employee suggestions to reduce university work hazards or promote safety conditions are encouraged.

GROUP TERM LIFE INSURANCE

If you are a member of the California Public Employees' Retirement System (CalPERS), a \$5,000 term life insurance benefit plus six months pay (50% of an employee's earned wages for the 12 months just prior to the employee's death) is provided through CalPERS payable to your beneficiary if death occurs before you retire. In addition, certain employees receive CSU paid insurance as listed:

- Executive Management - \$150,000 + AD & D (if no waiver is on file for 100,000)
- Management - \$100,000 + AD & D (if no waiver is on file for \$50,000)
- Unit 3 - \$50,000 + AD & D
- Unit 4 Employees - \$25,000 + AD & D
- Unit 8 Employees - \$10,000 + AD & D
- Confidential Employees - \$50,000 + AD & D
- Eligible Teaching Associates - \$50,000

HARASSMENT, DISCRIMINATION, OR RETALIATION

All employees have the right to work in an environment free from unlawful harassment, discrimination, or retaliation. This includes freedom from harassment or discrimination based on race, color, religion, national origin,

ethnicity, gender, sexual preference, marital status, pregnancy, age, disability, or status as a veteran. If an employee feels forced to work in an environment that is hostile, intimidating, or offensive because of unlawful harassment, discrimination, or retaliation, he or she has the right to request action to remedy the situation. Employees should contact their immediate non-bargaining unit supervisor or Human Resources to report such problems. In the case of retaliation, employees should refer to the whistleblower policy available on-line at: <http://www.csufresno.edu/humres/MAPP/II/G/G-32.pdf>

HEALTH CARE INSURANCE

Eligible employees have a wide choice of health care insurance plans. Information about plan options and premium costs is available at the Benefits Office.

Enrollment in health care insurance is not automatic. Employees have 60 calendar days from the effective date of appointment to select a provider and enroll in a health plan. Generally, coverage begins the first day of the month following the date the enrollment document was signed.

Formal insurance identification from the provider will arrive normally within 6-8 weeks after the employee has enrolled in a health plan. If, however, an employee does not yet have formal identification of coverage and medical attention is required, an employee may bring the blue copy of the CalPERS health benefits enrollment document to the doctor's office as proof of coverage. If an emergency arises, and the doctor or hospital objects to honoring the blue copy of the employee's form, the employee should call the Benefits Office for verbal verification of insurance coverage.

If an employee without formal insurance identification needs to have a prescription filled, the employee shall pay for the prescription and make a copy of the bill to send to the appropriate provider for reimbursement.

There is an open enrollment period for health care insurance each year in September with an effective date of January. During this time employees may enroll in a plan of their choice, change plans, or add eligible family members to their current coverage.

HEALTH CARE REIMBURSEMENT ACCOUNT (HCRA)

The Health Care Reimbursement Account, a voluntary benefit for eligible employees, offers the employee the ability to pay for eligible out-of-pocket health care expenses with pre-tax dollars. Contributions made to employees' account are deducted from pay before federal, state and Social Security (FICA) taxes are calculated. The employee's taxable income is reduced, and their taxable income reflected on their annual W-2 statement is reduced. Employees must enroll each year they want to participate.

HOLIDAYS

All employees except those on academic appointments are entitled to the following state holidays:

January 1.....	New Year's Day
January (3 rd Monday)	Martin Luther King Day
February 12.....	Lincoln's Day ⁽¹⁾
February (3 rd Monday)	Washington's Day (President's Day) ⁽²⁾
March 30.....	Cesar Chavez Day
May (last Monday)	Memorial Day

⁽¹⁾ In accordance with applicable state regulations, the President has rescheduled these holidays to fall on the four week days between Christmas and New Year's Day; the campus is closed December 25 through January 1. Employees should refer to the annual *Academic and Fiscal Year Calendar* for specific holiday dates.

⁽²⁾ This holiday will be observed on the date specified unless rescheduled for observance on another day by the President.

July 4	Independence Day
September (1 st Monday)	Labor Day
September 9	Admission Day ⁽¹⁾
October (2 nd Monday)	Columbus Day ⁽¹⁾
November 11	Veterans Day ⁽¹⁾
November (4 th Thursday)	Thanksgiving Day
December 25	Christmas Day

If January 1, February 12, July 4, September 9, November 11 or December 25 fall on a Saturday, the preceding Friday is a holiday. If any of the listed dates falls on a Sunday, the following Monday is a holiday. If the university is in session on a holiday, non-exempt employees earn holiday credit (refer to collective bargaining agreement, if appropriate, for holiday credit accrual provisions).

Employees are also entitled to one personal holiday per year consisting of one working day. Full-time employee are entitled to an amount equal to a regular workday for the personal holiday, part-time employees are entitled to time off equal to one-fifth of their weekly scheduled working hours. Scheduled at the option of the employee with approval of the supervisor, the personal holiday may not be taken in hourly increments and must be taken prior to December 31 of each year. Unused personal holidays are not cumulative.

INFORMAL LEAVE OF ABSENCE WITHOUT PAY

Managers are authorized to approve absence without pay for employees up to the maximum of five workdays. Requests for such informal leaves of absence without pay generally are requested when an emergency situation prevents an employee's work attendance and vacation leave credits or CTO credits are not available, or when an employee is ill and all leave credits have been exhausted.

Immediately upon granting an informal leave of absence without pay, the manager must notify the Payroll Office and the Benefits Office. In addition, informal leaves of absence without pay must be recorded on the *Monthly Attendance Summary*. In such cases, employees are given leave without pay for a specific amount of time that they are absent from the job. If additional time is required beyond the five days of informal leave of absence, a request for a formal leave of absence must be approved by the appropriate manager and submitted to Human Resources.

JOB DESCRIPTIONS

Periodically, each employee is required to complete a job description. This requirement is in accordance with a request by the Chancellor's Office that current descriptions of all duties for all staff positions be maintained by Human Resources.

The job description is a major tool in the determination of position classification. Reviewed upon request by Human Resources, job descriptions provide an initial framework for classification actions. The job description form is an outline of the employee's work assignments and responsibilities. It provides Human Resources with a description of typical tasks and duties which generally should correspond to the class standard for the position's classification title. Since organizational relationships, the scope and level of work assignment, and the work content are subject to change, this form is vital to the review process.

The job description form is prepared by the incumbent employee and reviewed by the employee's immediate supervisor and department head for accuracy and completeness. The form should be completed accurately and carefully to ensure that the employee's comments reflect the actual and not the assumed duties of the position. managers are urged to maintain a personal file of past and present job descriptions to aid in the periodic preparation of the form.

JOBLINE

Information about current staff employment opportunities can be obtained by calling the 24-hour job line at (559) 278-2360.

JURY DUTY

Time off with pay is granted to an employee absent from work for jury duty *if the employee reimburses the state by the amount received for the jury duty*. If the employee elects to retain the jury fee, time off for jury duty is not compensable and the employee's vacation or overtime balance must be reduced by the number of work hours of the absence or the time off is without pay.

An employee who is scheduled for jury duty should notify the supervisor in advance. Time off for jury duty is recorded on the *Monthly Attendance Summary*. An extra copy of the completed Monthly Attendance Summary and a receipt of attendance from the Jury Commissioner must be submitted to the Payroll Office for the university accounting office records. Payment for service as a juror must be remitted to the Accounting Office at the Cashiers' Windows. The fee for mileage will be refunded.

An employee regularly assigned to either the evening shift or night shift shall be temporarily reassigned to the day shift during the period of jury duty. An employee summoned for evening jury duty shall be temporarily reassigned to a shift beginning at 1:00 p.m. for the period of jury duty. Employees who are excused from jury service for one or more days during their service period shall report to work during their regularly scheduled working hours.

The appropriate collective bargaining agreement should be consulted for specific provisions pertaining to service as a witness.

KEYCARD IDENTIFICATION CARDS

Each employee must have a photograph for a permanent identification card. Authorization for a permanent identification card (KeyCard) is issued by the office of Employment and Recruitment.

KEYCARD IDENTIFICATION PRIVILEGES

Identification cards entitle employees to library privileges, discounts to certain university events and building access where applicable. KeyCards are issued at the University KeyCard Office. New employees must bring with them a Faculty/Staff ID Release Form which can be obtained from the Employment and Recruitment office. KeyCard office hours are 8:00am to 5:00pm during the school year. Summer hours may vary. A new card will be issued free of charge if a name or classification change occurs only if the old ID is returned. However, if a card is lost or stolen the charge is \$10.00 in cash or a check.

KEYS TO FACILITIES

The campus Key Control Office issues keys to employees upon written key request from department and office supervisors. This form must be presented by the employee, along with valid staff identification card, at the time keys are obtained from Environmental, Health & Safety (EH&S), Key Control.

Staff employees must return all keys issued to them upon leaving university service or transferring to a new department. Keys must be returned to E H & S/Key Control. If your keys are lost or stolen, contact the Key control Office and your department/school office immediately. If you get locked out of your office, lab or classroom, call 8-2132 and someone from the University Police Department will come over to assist you.

All questions regarding key issues and lost or stolen keys must be addressed to E H & S.

LAYOFF PROCEDURES

Procedures for layoff may be found in the appropriate Collective Bargaining Agreement.

LEAVE OF ABSENCE

Employees who are governed by a specific Collective Bargaining Agreement should refer to the appropriate articles for the most accurate and specific information. All Collective Bargaining Agreements are on the Web at www.calstate.edu/LaborRel/.

LEAVE TO VOTE

In most cases, employees who wish to vote at any general, direct primary, or presidential primary election will be able to do so outside of normal business hours and thus should not be given paid time off. It is only in special circumstances such as when an employee must work overtime, or some other equally good reason, that the employee would need time off to vote. When a good reason does exist, an employee is entitled by law to paid time off to vote. Employees are normally required to give their supervisors two working days' notice if they need time off to vote. Employees can be given as much time as needed to vote but only a maximum of two hours is paid.

LIABILITY OF UNIVERSITY EMPLOYEES

To assure that appropriate representation is provided and to minimize personal and campus exposure to liability, please inform the Office of the Vice President for Administration (VPA) *immediately* upon receipt of any summons, subpoena or similar notification of litigation which has resulted from the performance of duties as an employee of the university. All documents should be forwarded to that office, accompanied by a letter requesting that representation be provided and specifying when and where the documents were received. *Under no circumstances should a Notice of Acknowledgment and Receipt be sent to the claimant or his/her attorney.* When litigation is anticipated or has been initiated, employees should refrain from providing any information regarding the underlying incident or circumstances except through the Office of the VPA or to representatives or agents who have been authorized by the state to handle the matter on its behalf. No employee is authorized to accept such legal actions on behalf of the University.

LIBRARY

Employees are entitled to borrow books and other materials from the Henry Madden Library in accordance with library regulations. A staff identification card will be required. All materials are due at the end of the semester in which they are borrowed. Any book requested by another patron may be recalled and given a new due date. Employees will be billed a replacement charge for materials not returned or renewed after an overdue notice has been sent. All borrowed books and materials must be returned prior to a leave of absence or termination of employment.

LONG-TERM CARE

CalPERS Long-Term Care Program is a comprehensive and self-funded program. Long term care is for extended care that is not covered by your health insurance. The application period is available upon approval of CalPERS.

LONG-TERM DISABILITY

A long-term disability plan is available to members of the Management Personnel Plan and Units 1, 3, and 4 employees. Please note: a voluntary long-term disability plan is also available through the CSU voluntary insurance program.

LOST AND FOUND

Items which have been found should be turned in to the Campus Police Department. Items will be available for reclamation for six months.

LOST PAY WARRANTS

The Payroll Office must be contacted immediately if a pay warrant is lost. A stop-pay warrant order must be completed, requiring a signature for submittal to the State Controller's Office. Normally, there is a delay of two to three weeks before a replacement warrant is issued.

MANAGEMENT PERSONNEL PLAN

The CSU Management Personnel Plan (MPP) covers all CSU employees who have been designated as managerial in accordance with the provisions of HEEERA. The CSU Management Personnel Plan is an integrated personnel system covering various personnel rights, benefits and conditions of employment. The Management Personnel Plan is on the web at <http://www.calstate.edu/HRAdm/Policies/mpp.shtml>

MATERNITY/PATERNITY/ADOPTION LEAVE

Consistent with collective bargaining agreements and the Family Medical Leave Act, limited paid leave is available to eligible employees for the purpose of a parent preparing for the arrival of a new infant and the care of a new child. Approved maternity/paternity/adoption leave is not charged against an employee's accumulated leave credits.

Questions regarding maternity/paternity/adoption leave should be directed to the Benefits Office.

MILITARY LEAVE

Upon presentation of a copy of orders for active duty in the armed forces a staff employee shall be granted a military leave of absence in accordance with provisions of the appropriate collective bargaining agreement. A copy of the orders for active duty must be attached to the *Monthly Attendance Summary* submitted to the Payroll Office.

NEPOTISM

This university seeks the best possible candidates for management, faculty, and staff positions. Appointments of close relatives in the same or different units or departments may occur as long as the following standard is met:

No university employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status or interest of a close relative.

If an appointment of an applicant to serve under a "close relative" supervisor is to be made, the "close relative" supervisor must furnish a statement as to how decisions on personnel matters affecting the relative will be handled. This statement must accompany the appointment documents.

Close relative is defined as husband, wife, mother, father, son, daughter, sister, brother, and step relatives or in-laws in the same relationship.

Individuals are prohibited from serving on personnel committees or from serving as a reviewing officer when the matter involves a close relative.

NEW EMPLOYEE ORIENTATION

All new staff employees with appointments of half time or more for at least six months duration will be invited to attend a New Employee Orientation coordinated by the Benefits Office. The purpose of this orientation is to introduce staff to the university community and its resources. These orientations are held on a quarterly basis.

NON-INDUSTRIAL DISABILITY LEAVE

The Non-Industrial Disability Insurance (NDI) program, administered by the Employment Development Department provides eligible employees with disability benefits for a disability or injury which is not work-related or a disability due to pregnancy, childbirth, or related medical conditions. Eligibility to receive benefit payments under the NDI program is based on a “wage-loss” concept. That is, the employee must have suffered a wage loss in order to be eligible to receive the benefit. The maximum length of NDI benefits per illness is 26 weeks.

To obtain necessary application forms, or to receive information relative to program guidelines and eligibility requirements, employees should contact the Benefits Office.

OUTSIDE EMPLOYMENT

Outside employment shall not conflict with the responsibilities and duties of any employee of California State University, Fresno.

OVERTIME/COMPENSATING TIME OFF (CTO)

Overtime is not authorized unless it is approved by the appropriate manager. Non-exempt employees are eligible to earn overtime credit provisions by which overtime credit is earned and must be used are provided in the appropriate collective bargaining agreement.

Overtime is determined on the basis of hours worked in excess of the normal forty-hour workweek; overtime rates are not paid for hours worked in excess of eight hours per day, or for work on Saturday, Sunday or regular holidays, unless work results in an accumulation of an excess of forty hours for the workweek. Paid sick leave, holiday and vacation time is included in the computation of hours worked. Overtime may not be credited for units of time less than one-tenth of an hour, and fractional units of overtime of less than one-tenth of an hour should accumulate. All overtime hours must be reported on the *Monthly Attendance Summary*. Overtime is compensated in cash or in compensating time off (CTO) consistent with provisions of the appropriate Collective Bargaining Agreement. CTO credit must be used within one year of the date earned. The time when such CTO may be taken is to be determined by the employee’s supervisor in accordance with workload considerations. Managers may direct employees to use CTO hours.

Employees who are exempt from FLSA provisions do not earn overtime, either as cash or CTO. This would include all management positions and some classifications within bargaining units.

An employee earns Holiday CTO credit in accordance with provisions of FLSA and the appropriate collective bargaining agreement when working on a state holiday.

PARKING

Parking permits are required from 7:00 a.m. to 10:00 p.m., Monday through Thursday, and on Friday, from 7:00 a.m. to 4:00 p.m. Permits must be clearly displayed at all times to avoid citation. Vehicles must be parked in designated parking spaces. Separately designated areas are provided for motorcycles. The California Vehicles Code is enforced at all times (e.g., firelanes, red curbs, disabled spaces, etc.,).

The university limits each employee to the purchase of one parking permit. Forms are available in the Employment and Recruitment office, as well as the Academic Personnel office. Permits are available at the Joyal Building on the first floor, Cashier’s Window. Call the Accounting Office for service hours. An employee’s identification card is required when paying for employee parking. Employees in permanent positions may present their identification card at the Cashier’s Window, pay their two months parking fees and thereafter, pay their parking fees through the voluntary payroll deduction plan.

Employees separating from the university should return all parking permits to Campus Police to avoid any unnecessary fee payments. A temporary parking pass, effective through the last day of employment, will be issued for use by separating employees.

Some Collective Bargaining Agreements allow for parking to be paid with “pre-tax dollars.”

PAY PERIODS

There are twelve pay periods in a year; each consists of either twenty-one or twenty-two workdays and usually coincides with a calendar month. An employee on pay status for eleven or more days in a monthly pay period receives vacation, sick leave and seniority credit for the entire pay period. A calendar of pay periods and paydays for the current year may be obtained from the Payroll Office.

PAY PLANS (10/12 & 11/12)

Under the provisions of the 10/12 pay plan, eligible employees working in ten-month assignments have ten months of compensation prorated over a twelve-month period. All benefits are continued during the two months of non-work status. Under the provisions of the 11/12 pay plan, eligible employees working in eleven-month assignments have eleven months of compensation prorated over a twelve-month period. All benefits are continued during the one month of non-work status. Provisions of both the 10/12 pay plan and the 11/12 pay plan require the establishment of a yearly pattern for a participating employee. The Payroll Office must be informed of the pattern and the employee must strictly adhere to it.

PAYDAYS

Paychecks generally are available after 4:00 p.m. on the last day of the pay period either at one’s assigned department or at the Cashier’s Windows in the Arnold E. Joyal Administration Building. Employees are required to present a staff identification card before being issued a pay warrant.

PAYROLL (GENERAL INFORMATION)

In accord with the Immigration Reform and Control Act of 1986 and other federal regulations, employers must follow employment verification regulations when hiring all new employees. Therefore, all new employees must present documentation verifying identity and employment authorization to the Payroll Office within three days of hire or at least produce a receipt showing that the employee has applied for the document (the employee must produce the document itself within 21 days of hire). Employees must provide a social security card, as well as one of the following documents which establishes both identity and employment authorization:

- U.S. Passport
- Certificate of U.S. Citizenship
- Certification of Naturalization
- Unexpired foreign passport with current endorsement

-OR-

A

- Valid Social Security Card (other than one that states specifically that employment is not authorized)
- An original U.S. birth certificate
- Unexpired INS Employment Authorization Identification Card for use of Resident in the U.S.

B

- State issued driver’s license with photograph
- Other State issued I.D. with photograph
- U.S. Military Card

- One document listed in both A and B:
- Resident Alien Card, with photograph
 - Temporary Resident Card
 - Employment Authorization Card

- I.D Card issued by federal, state or local government agencies.
- Identification Card for use of Resident in the U.S.

PAYROLL DEDUCTIONS

All payments issued by the State Controller's Office subject all employees to the following:

- Federal and state income tax
- Retirement contributions
- Social Security (OASDI)
- Medicare

Voluntary payroll deductions may include:

- Insurance premiums for group plan medical, hospitalization, disability income, and accident, life, homeowners, cancer, and cash value accumulation fund
- Purchase of U.S. Savings Bonds
- Membership dues in employee organizations
- Charitable contributions
- Tax-sheltered annuities
- Credit Union deductions
- Parking
- Automobile insurance
- State deferred compensation
- Dependent care reimbursement program

PERFORMANCE APPRAISAL

The University's Performance Appraisal program is designed to provide employees and managers with a written record of performance evaluations and goals. These reports serve as a basis for granting or rejecting permanent status and recommending salary adjustments. It is recommended that managers prepare written performance standards and present them to the employee during the first three months of employment, so that an objective standard of satisfactory performance is available for measurement and comparison. The Performance Planning and Appraisal program is important for both probationary and permanent employees, because it provides the opportunity for open communication and improved supervisor-employee relations.

Performance evaluations are conducted periodically to assist the probationary employee in correcting any problem which may be encountered and to monitor progress. An employee's ability to consistently improve and demonstrate competency in the performance of duties will be considered by the manager in the evaluation of continued employment and whether permanent status should be granted upon completion of the probationary period. Performance evaluations become part of the employee's personnel file.

Permanent employees receive performance evaluations on an annual basis. Part-time and temporary employees do not serve a probationary period, as they are not eligible to acquire permanent status. However, such employees receive performance evaluations according to the same intervals as employees in equivalent permanent and probationary positions.

Separate policies apply to academic-related and management employees. Managers are also reviewed annually. In addition, selected management positions are subject to five-year reviews. Employees in these positions should refer to page 335 of the Academic Policy Manual on the Periodic Review of Administrators. (<http://www.csufresno.edu/AcademicAffairs/aps/apm.html>)

PERSONNEL FILE

An official personnel file for each staff employee is maintained in Human Resources. Staff files are kept in Employment Recruitment, Compensation & Classification. Management files are kept in the office of the Director of Human Resources. The official personnel file, exclusive of pre-employment materials, is open to the employee's

view. Further, the official personnel file may be reviewed by the employee's non-bargaining unit supervisor or, when appropriate, by a potential supervisor.

PROBATIONARY PERIODS AND PERMANENT STATUS

New full-time employees and those who have been promoted or reclassified serve either a one or two year probationary period according to their classification and in accordance with provisions in the appropriate collective bargaining agreement. Reclassified employees may be eligible for a shortened probationary period based on the length of time the employee has been performing duties of the position. The minimum probationary period is three months.

The probationary period is a time during which the employee must demonstrate the ability to perform the duties assigned, and the supervisor is required to observe and evaluate the employee's performance. Upon successful completion of the initial probationary period, the employee acquires permanent status with the university, which provides for continued employment in a specific classification unless dismissed for cause or laid off for either lack of funds or lack of work.

Department managers are responsible for granting permanent status to employees, as well as rejecting during probation when such action is necessary. These decisions may be subject to higher level administrative review and approval, following which formal notice of action is issued by the Director of Human Resources.

Upon promotion and reassignment to another position in a higher level job classification, a new probationary period must be completed before permanent status may be attained in the classification of the new position. Completion of a new probationary period is also required of an employee whose position is reclassified to recognize a significant change in duties and responsibilities.

Part-time employees are considered to be temporary and, as such, do not attain permanent status. Once permanency is achieved in a full-time position, an employee may be employed on a less than full-time basis and retain permanent status provided there is no break in service. For more information, please refer to the appropriate Collective Bargaining Agreement.

PROMOTIONAL OPPORTUNITIES

The university encourages employee upward mobility in accordance with university and CSU expectations, and within the limits of available resources. Programs such as the Fee Waiver Program are offered to provide opportunities for growth and development.

Generally, a promotion to another university department shall be effective two weeks after the employees' current supervisor has been notified. An earlier effective date may be established if agreed upon by all parties involved.

PROPERTY DAMAGE

The university is required to seek reimbursement for all damages to state property. The Risk Management Office should be notified whenever damages occur. There is no need to personally "get involved", but individuals should note license numbers or other identifying data so that reimbursement can be sought. As taxpayers, employees have a vested interest in this action.

PUBLICATIONS

During the academic year, the Office of University Relations publishes the *Journal* which is distributed to all employees. The *Journal* lists current events and news items of general and topical interest to staff, faculty and students. In addition, the Office of University Relations periodically publishes *Spotlight* (highlighting staff and faculty employees) and *Contact* (highlighting university alumni), all of which are available to all employees. Student news publications, *The Daily Collegian* and *Insight*, are available without charge throughout the campus during the academic year.

RECLASSIFICATION

To maintain current information regarding the duties assigned to staff employees, Human Resources conducts an on-going program of position review.

Changes in position assignments do occur which, due to timing or other factors, may not have been brought to the attention of Human Resources. If such changes in duties are of a nature and scope which cause the position to be classified improperly, some corrective action (i.e., a modification of assigned duties or reclassification) should be taken.

Human Resources requests the assistance of all managers and incumbents in staff positions in maintaining the currency of the University's classification program. When substantive changes in staff positions occur, a Request for Job Review form should be completed and submitted together with a current job description form, to Employment, Recruitment, Classification and Compensation (ERCC).

Reclassification recognizes that a position is improperly classified for the nature and level of work requirements and redefines the position in line with actual duties and responsibilities performed. Reclassification is **not** a promotion. A reclassified employee does not change jobs or assume new responsibilities; rather, the reclassification corrects an existing inequity between the position's current classification and work assignment.

RECREATIONAL FACILITIES

Employees are welcome to enjoy the facilities of the University Student Union, including billiards, bowling and movies. Staff members and their families also are invited to use the weight room, swimming pool and facilities of the university gymnasium in accordance with the regulations and specific time established by the Recreation/Intramural Program. In addition, picnic and recreation areas are available in the J.E. O'Neill Park located on Barstow Avenue

REDUCTION IN WORKFORCE

It is university policy to provide stability of employment by foreseeing and avoiding unnecessary reductions in staff. Every attempt shall be made to avoid staff reductions through normal attrition and transfer to positions not subject to the reduction. However, when this is not possible due to the lack of funds or lack of work, staff employees shall be laid off in accordance with provisions in the appropriate collective bargaining agreement.

REJECTION DURING PROBATION

A probationary employee who fails to demonstrate satisfactorily the ability and/or willingness to fulfill the duties and responsibilities of his/her position may be terminated at the University's discretion at any time during the probationary period. When this occurs, the employee receives, from the Director of Human Resources, written notice of rejection during probation. Normally, such notification is given two weeks prior to the date of termination. Rejection during probation does not necessarily cause an employee to be ineligible for further employment in other campus areas.

RELEASE OF EMPLOYEE INFORMATION

The following information concerning university employees is considered public information and may be made available in response to any bona fide request:

- Names of Employees on the Payroll including:
 - Rate
 - Work location
 - Reporting Unit
- Employee's Gross Salary, including:
 - Job classification
 - Time base
 - Frequency
 - Appointment and tenure date

All requests for such information will be transmitted and processed through the Director of Human Resources whose responsibility it is to determine if disclosure is required.

RESIDENCY STATUS FOR FAMILY MEMBERS

A student who is a full-time employee of the CSU or who is a child or spouse of a full-time employee of the CSU is entitled to classification as a state resident for tuition purposes until he/she has resided in California for the minimum time necessary to become a resident. This regulation does not apply to student assistants, to part-time employees, or to those who work on a less-than-annual basis.

REST BREAKS AND MEAL PERIODS

Rest breaks and meal periods are addressed in the appropriate collective bargaining agreement. Both rest breaks and meal periods are scheduled by the supervisor. Meal periods normally are a maximum of one hour during an eight-hour work period, except during Summer months. Rest breaks normally are a maximum of fifteen minutes during each four-hour work period. Part-time employees receive rest breaks and meal periods which are equitable in relation to those full-time employees. The time allowed for rest breaks and meal periods are not cumulative.

RETIREMENT BENEFITS

University retirees are eligible for the following benefits:

- The University Benefits Office and Employee Assistant Program are available as a resource.
- Continued health and dental coverage (retiree retains eligibility for the state's contribution).
- Blood from the Campus Blood Bank continues to be available to a retiree and members of the immediate family at no cost.
- A courtesy parking decal will be issued by the Campus Parking Administrator upon request.
- A library special borrower's card will be issued upon request.
- *Certain* publications will be mailed to retirees upon request.

SALARY INCREASES

Depending on the employee's bargaining unit, salary increases may be granted by a General Salary Increase (GSI), Service-based Step Increase (SSI), Discretionary Pay Increase (DPI), and/or a Performance-based salary increase (PBSI). The funds available for each of these salary programs are determined annually by negotiations between the CSU System Office and employee organizations.

SERVICE RETIREMENT

University employees appointed to at least a one-half time position for a period of at least one year become members of the California Public Employee's Retirement System (CalPERS) when they are hired. Additionally, employees automatically are covered by the Federal Social Security System. The two systems are, however independent; CalPERS is a system of the State of California and Social Security is an instrument of the federal government. In accordance with an agreement between the State of California and the federal government, Social Security taxes and CalPERS contributions are deducted from pay warrants.

As a member of CalPERS, an employee receives a yearly statement of retirement contributions, interest earned and years of service credit. The money an employee contributes is the employee's. It draws interest in an individual account, and, at the employee's option, it may be refunded, rolled over or left on deposit upon employment termination.

In addition to retirement benefits, PERS provides for disability retirement, service retirement, death benefits and survivor benefits, but **not** disability benefits. The basic death benefit for an employee consists of the PERS contributions plus interest, and \$5,000 plus amount equal to one-half of the employee's last year's salary. The law provides for statutory beneficiaries in the following order of priority: the employee's spouse, children (share and

share alike), parents (share and share alike), brothers and sisters (share and share alike), and estate. If an employee wishes to name different beneficiaries or list a different order in priority, appropriate documentation must be completed with the Benefits Office.

If an employee desires specific retirement or other CalPERS benefits information, an appointment should be made with the Benefits Office well in advance of the planned date of retirement. Information on Social Security benefits must be obtained directly from the Social Security Administration.

SEXUAL HARASSMENT

Sexual Harassment is gender discrimination. Sexual harassment applies to men as well as to women. It is illegal and will not be tolerated by the university. Sexual Harassment can occur in many different ways. For example, when a person with authority (such as a supervisor) gives sexual attention, which is unwelcome or unwanted, sexual harassment has occurred. This includes suggestions that one's job, work evaluations, promotions, or other benefits could be affected by responses to sexual requests. Sexual harassment is also sexual attention that interferes with work performance or creates a hostile, intimidating or offensive work environment.

Further examples are subtle pressure for sexual activity, repeated and unnecessary brushes or touches, offensive sexual graffiti or visual displays, physical aggression such as pinching or patting, repeated questions or comments about body or clothing, inappropriate sexual jokes or humor, conversations with sexual double meaning, and flirtation that continues after an employee has said "no."

If you feel that you may be a victim of sexual harassment, it is important to take action because sexual harassment is unlawful. Remember that unwelcome and unwanted attention is not your fault, and that you have the right to say "no." It is important not to be afraid or ashamed to ask for help, and to keep a written record of the problem. If you have questions about sexual harassment, you may get help as follows:

- Contact a manager.
- Contact the Affirmative Action Coordinator (x 8-2032) or the Director of Human Resources (x 8-2364).
- Consult the appropriate Collective Bargaining Agreement if you are a bargaining unit member.
- Use the system-wide grievance procedures established in Executive Order 675.

SHIFT DIFFERENTIAL

Employees in specified classifications (refer to appropriate collective bargaining agreement) who may be assigned to work an evening or night shift are eligible to receive hourly pay differential over and above the salary rate for the classification in which they are working. Generally, employees assigned to work at least four hours during an evening shift are entitled to payment of shift differential for the entire shift worked in accordance in the appropriate collective bargaining agreement.

There are three work shifts as defined for pay purposes: day, evening and night. The day shift includes the hours between 6 a.m. and 6 p.m.; the evening shift includes the hours between 6 p.m. and midnight; and the night shift includes the hours between midnight and 6 a.m.

Temporary modifications of an employee's work schedule, extended work shifts which are not covered under callback procedures, and work schedules defined to cover employees expected to work eight hours within a total twenty-four-hour duty period do not qualify for shift differential payments. Employee's who work the eight-hour shift between 8 p.m. and 4 a.m. shall be paid the night shift differential.

For the purpose of calculating standard deductions (withholding, retirement, Social Security, Medicare) and premium overtime, the amount of the shift differential is added to the employee's regular salary to become the new base salary.

SICK LEAVE

Sick leave for full-time employees accrues at a rate of one day (eight hours) per month and may be used for illness or injury, medical appointments, and (on a limited basis) emergency care of family members or bereavement. Part-time employees accrue sick leave on a pro rated basis.

Sick leave cannot be used until one month of service has been completed. There is no limit to the amount of sick leave an employee may accumulate. Sick leave credits may be applied toward service retirement at the time an employee retires from the university.

For additional information regarding sick leave, see the appropriate Collective Bargaining Agreement.

SMOKING POLICY

California State University, Fresno has a responsibility to provide employees and students with a safe working and learning environment. Because smoking is the most significant cause of premature and preventable death in the United States today, California State University, Fresno is declared to be a “smoke-free” campus in accordance with the Governor’s Executive Order D6287, Government Code Section 19262.

This “smoke free” policy shall apply to all state owned university operated facilities regardless of location. This policy does not include public performances in which smoking is an integral and necessary part of those performances. Smoking is prohibited in all indoor areas, including, but not limited to:

- administrative offices
- hallways
- theaters
- University vehicles, including carts
- classrooms
- stairwells
- waiting rooms
- libraries
- lounges
- clinics
- food service areas
- auditoriums
- faculty/staff/others offices
- conference rooms
- restrooms
- elevators
- lobbies
- machine shops
- reception areas
- laboratories
- mechanical rooms

Smoking is also prohibited outdoors within 5 feet of an entrance to any building. Where outdoor seating is provided adjacent to indoor food service facilities, nonsmoking sections must be designated and posted.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. All share in the responsibility for adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor. If a problem cannot be resolved in this manner, contact the manager. There shall be no reprisal against anyone seeking assistance in enforcing this policy. Questions regarding the smoking policy should be referred to the Office of Environmental Health and Safety at 87422.

For those employees and students who wish to stop smoking, California State University, Fresno shall support and assist their efforts by providing referrals to cessation programs. The Employee Assistance & Development Office may be contacted for information and help at extension 84357.

SOCIAL SECURITY

The State of California’s contract with the Federal Government provides that state employees automatically will be placed in the Social Security system when they are participating in the State’s retirement system. Therefore, in general, employees enrolled in CalPERS will also earn Social Security credit for employment at California State University, Fresno. (The one exception to this statement applies to individuals appointed prior to October, 1962 who “opted out” of Social Security coverage.) As with membership in CalPERS, participating in Social Security involves both the employee and university contributions.

STAFF ASSEMBLY

The purpose of the Staff Assembly is to: 1) provide to the president names of staff members willing to serve on committees and other special assignments; 2) serve as a university-recognized organization of staff employees with a voice in matters pertaining to the university that are outside the scope of HEEERA and the concern of employee organizations; and 3) provide a method by which staff can become more fully involved in the functions of the campus. An Executive Committee acts on behalf of the Staff Assembly to achieve its purpose and objectives.

The Staff Assembly sponsors numerous activities throughout the year. The active participation of all staff employees is encouraged.

STAFF DEVELOPMENT AND RECOGNITION PROGRAMS

Staff offer major contributions to the university every day. Formal recognition of these contributions is accomplished through a variety of activities designed to promote employee development. This includes training resources and development plans listed on performance evaluations. Fresno State staff contributions are also recognized through a variety of official Staff Recognition Programs. For example, the annual **Service Awards Reception** recognizes long-term employees for their 10, 15, 20, 25, and 30 years of service to the university. Motivational and “fun” events such as the campus-wide staff picnic create a sense of teamwork and camaraderie, and enjoy widespread popularity among staff employees.

SUMMER WORK SCHEDULE

Due to the extreme heat during June, July and August, and to the university’s desire to conserve energy, the normal work schedule is modified to begin earlier and end earlier. Specific hours are announced prior to June

TAX ADVANTAGE PREMIUM PLAN (TAPP)

The TAPP program allows employees to pay required premiums for CSU- sponsored health care plans before income and Social Security taxes are calculated and deducted. For information on program enrollment guidelines, employees should contact the Benefits Office.

TAX-DEFERRED ANNUITY PROGRAMS

In accordance with CSU policy, university staff are not permitted to counsel or advise in connection with tax-deferred annuity programs; however, the State of California Savings Plus Program enrollment agreement form for deferred compensation and 401(k) may be obtained from the Benefits Office.

TAX SHELTER ANNUITIES

All employees are eligible for enrollment in a tax shelter annuity (TSA) program. A tax shelter annuity permits the deferment of taxes on a portion of an employee’s monthly income. It offers the dual benefit of reducing the amount of current taxable income and increasing the amount of income in a future period when expected earnings and the employee’s tax bracket will be lower. Taxes on the tax shelter annuities are paid at the time of withdrawal of retirement. Tax shelter annuities are administered by individual tax shelter annuity companies.

TERMINATION OF EMPLOYMENT

If an employee anticipates resigning from university employment, plans should be discussed with the immediate supervisor as soon as possible. The university requests that employees who anticipate terminating campus employment give at least two weeks written notice of resignation.

A dated resignation letter should be submitted to the supervisor/department head with a copy for Human Resources. The letter should state the reason for leaving, the employee’s last working day, and any other information the employee considers pertinent. The resignation letter will be included in the employee’s official personnel file.

Prior to separation, an appointment must be scheduled with the Benefits Office to discuss insurance coverage(s), and disposition of retirement system contributions, and Payroll should be contacted for information about accrued vacation and/or overtime credits. In addition, *Employee Checkout Clearance* information must be obtained from Benefits. At that time, a separation document will be completed by the employee to provide a forwarding address for the final pay warrant and W-2 form.

The Public Employees' Retirement System regulations provide that employee's contributions may be withdrawn following termination of employment; however, if employee is vested, (5 years full-time service), he/she may elect to leave contributions in the system and retain the right to a future retirement allowance.

A lump sum payment may be elected for vacation and/or overtime credits or, *with departmental approval*, an employee may choose to remain on payroll until vacation and overtime credits expire. Since this decision affects the cut-off date of payroll deductions such as health insurance premiums, it is wise for the employee, in consultation with the Benefits Office, to consider carefully which option best meets personal needs. While no payment is made for unused sick leave upon leaving university employment, under certain conditions it is transferable to other state agencies and may be credited toward years of service for retirement purposes.

TICKETS

Tickets for athletic events may be purchased at the Athletic Ticket Office near Bulldog Stadium; tickets for musical and dramatic productions may be purchased at the Theater Box Office in the Speech Arts Building; and tickets for the University Lecture Series and various University Student Union sponsored activities may be purchased at the Information Desk in the University Student Union. In most instances, with a staff identification card staff employees will receive a discount on ticket purchases.

TRUSTEE-SPONSORED VOLUNTARY INSURANCE PLANS

Listed below are voluntary insurance plans available through payroll deductions. Brochures, membership application forms, and a list of insurance agents representing the various plans are available from the Benefits Office:

- Auto Insurance
- Travel Assistance
- Accidental Death/Dismemberment Insurance
- Life Insurance
- Disability Income Insurance
- Cancer Insurance
- Homeowners Insurance
- Hospital Income Plan

UNEMPLOYMENT INSURANCE

Individuals who resign or who are rejected during their probationary period or terminated for cause from university employment may be eligible for unemployment insurance, in accordance with provisions of the California Unemployment Insurance Code. All claims for unemployment insurance must be filed with the State of California Employment Development Department. Each unemployment insurance claim is decided on its own merits according to law.

UNIVERSITY SERVICE AWARDS

At the annual Staff Awards Luncheon, the university recognizes employees who have completed ten, fifteen, twenty, twenty-five, thirty, thirty-five or forty years of service. At the same event, recognition is given to staff employees who retired from the university during the previous year.

VACATION

Full-time support staff and most administrative employees earn credit for vacation with pay for each qualifying pay period in accordance with the following vacation accrual schedule (part-time employees accrue vacation credit on a pro rata basis):

Length of Service	Hours Per Month	Days Per Year
1 month - 3 years	6-2/3	10
37 months - 6 years	10	15
73 months - 10 years	11-1/3	17
121 months - 15 years	12-2/3	19
181 months - 20 years	14	21
241 months - 25 years	15-1/3	23
301 months and over	16	24
Managerial and academic related	16	24

Employees' vacation periods are scheduled by supervisors in accordance with departmental workload. Employees must request vacation in advance. Use of vacation credit is recorded on the *Monthly Attendance Summary*. Provisions governing maximum allowable accruals can be found in the appropriate collective bargaining agreement.

VIOLENCE IN THE WORKPLACE

California State University, Fresno is concerned about the personal safety and security of its students, employees, and guests. University policy does not tolerate violence, threats of violence and acts of aggression against members of the university community or visitors. It is the responsibility of our faculty, staff and students to report acts or threats of violence to the Campus Police and/or to appropriate supervisory personnel. Any student, faculty or staff who engages in behavior which violates this policy will be subject to appropriate university disciplinary actions, and may be subject to applicable civil or criminal legal action as well.

As part of its commitment to maintaining a safe workplace, the university provides information, workshops, risk assessment and response services. For further information, contact the Human Resources Office at extension 82364.

VISION CARE

The university offers an employer-paid vision care plan. Employees may choose any provider, but are encouraged to use participating providers. Participating providers accept the plan's payment as full payment, but it may not be the total cost of the bill. There is a \$10 co-payment by the employee under this plan. The insured is entitled to an examination every twelve months and frames and lenses every two years. The employee and all eligible dependents are covered at no premium cost to the employee. Employees who use the computer four hours per day are eligible for an additional eye exam for glasses. There is an additional \$10 co-payment.

Enrollment in vision care is not automatic. Coverage will not be effective until the employee is on pay status. Confirmation of vision care coverage will appear on the employee's payroll warrant and earnings statement (marked "Vision") in the deduction column. Employees are advised to wait for this confirmation before attempting to use their vision care insurance.

WAGE ASSIGNMENTS

The university is required by law to accept and process Abstracts of Judgment, Federal Notices of Levy, Court Orders of Assignments and State Franchise Tax Board Levy Notices against employee wages.

WITNESS, ABSENCE AS

If staff employees are subpoenaed as a witness in a matter of interest to the CSU, they will receive their regular salary for the absence, providing that all court fees are remitted to the CSU. Additional information regarding such absences may be found in the appropriate Collective Bargaining Agreement.

WOMEN'S RESOURCE CENTER

The mission of the Women's Resource Center is to contribute to the personal, educational, and professional growth of women on campus. The WRC houses an extensive women's library, offers women's support groups, peer

advising, and serves as a clearinghouse for women's scholarship sources along with information and events of interest to women. Staff at the WRC provide confidential short term counseling, advocacy for women in need, and referrals to community services.

In addition, the WRC sponsors educational events throughout the school year. The seminars, workshops, and/or conferences range from more current theoretical women's issues to practical concerns faced by women. The WRC provides a comfortable lounge where all are welcomed to study, socialize, or meet. The center is open Mondays through Fridays, 7:00 a.m. to 5:00 p.m. and is located next to the West Cafeteria, room 125. All services are free and available to women and men, campus and community.

WORKERS' COMPENSATION

The CSU provides Workers' Compensation Insurance benefits for all employees who are injured on the job. The purpose of Workers' Compensation is to assist an employee who sustains a job-related injury or illness with medical expenses and compensation while unable to work. This program is subject to State of California Department Of Industrial Accidents' rules and regulations.

When an employee sustains an injury or illness that is purported to arise out of and occur during the course of state employment, an Employer's Report of Occupational Injury form and the Injury and Illness Prevention Form (Form 620) should be completed and forwarded to the Workers' Compensation Specialist within 24 hours. The employee's supervisor is responsible for providing the Employees Claim For Workers' Compensation Benefits form to the employee within one working day after the knowledge of the injury or illness.

The department head must get a medical clearance or physician's restriction note and contact the Workers' Compensation Specialist before allowing the injured employee to resume working. The clearance or restriction note and information regarding days the employee was absent due to the injury or illness must be submitted to the Workers' Compensation Specialist in a timely manner. When the employee is returned to work with restrictions, a temporary transitional work plan will be developed, usually for no more than 90 days.

WORK-RELATED COURSES

These are classes which directly improve skills or enhance knowledge for performing duties in an employee's current position. An employee may also take courses to acquire new skills needed to perform newly assigned duties and responsibilities. Enrollment may be voluntary or at the direction of the employee's supervisor or manager.

WORK SCHEDULES

Most departments and offices maintain business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday and employees are scheduled accordingly. During the summer months, normal office hours may be from 7:30 a.m. to 4:00 p.m. or 7:00 a.m. to 3:30 p.m., with a 30 minute lunch hour. There are some exceptions which require shift work, including departments which operate 24 hours per day, seven days a week. During energy shortages, summer hours may vary.

Work schedules are subject to change to accommodate departmental or university needs. Notification of any change in an employee's regular work schedule will be provided according to provisions in the appropriate collective bargaining agreement.

GLOSSARY OF ACRONYMS

ACT	American College Testing	HEERA	Higher Education Employee Relations Act
ASI	Associated Students, Inc.	IDL	Industrial Disability Leave
AWOL	Absent Without Leave	ITS	Information Technology Services
BMS	Business Management Systems (e.g., financial accounting system)	LAC	Learning Assistance Center
CalPERS	California Public Employee Retirement System	LWOP	Leave Without Pay
CBEST	California Basic Educational Skills Test	OMB	Office of Management and Budget
CFA	California Faculty Association	MAPP	Manual of Administrative Policies & Procedures
CSEA	California State Employees Association	MOU	Memorandum of Understanding (e.g., collective bargaining agreement)
CO	CSU, Office of the Chancellor	MPP	Management Personnel Plan
CTO	Cumulative Time Off	MSA	Merit Salary Adjustment
DPI	Discretionary Pay Increase	NDI	Nonindustrial Disability Leave
DOCK	Any leave without pay for less than 15 days	OASIS	OnlineAdministrative Student Information System
EESL	Examination in English as a Second Language	OE&E	Operating Expenses and Equipment
ELM	Entry Level Math Test	PBSI	Performance-based Salary Increase
EOP	Educational Opportunities Program	PO	Purchase Order
EPT	Engineering Placement test	REQ	Requisition
ETF	Employee Transaction Form	RTP	Retention, Tenure, Promotion
FAS	Financial Accounting System	SAT	Scholastic Aptitude Test
FTE	Full Time Equivalent	SIMS	Student Information Management System
FTEF	Full Time Equivalent Faculty	SSI	Service-based Salary Increase
FTES	Full Time Equivalent Student	STAR	Telephone Registration
GA	Graduate Assistant	TA	Teaching Assistant
GE	General Education	TSA	Tax Sheltered Annuity
GMAT	Graduate Management Aptitude Test	USU	University Student Union
GRE	Graduate Record Examination	WASC	Western Association of Schools and Colleges
GSI	General Salary Increase		

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