

# Staff Handbook



California State University,  
Long Beach  
2013

# Preface

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This handbook, prepared by the Office of Staff Human Resources, provides staff employees with a helpful, reference about the university. It includes an overview of the California State University system, a profile of California State University, Long Beach, a summary of personnel policies and benefits, and highlights of the resources, services, and activities that are available.

This handbook, however, cannot anticipate every situation or answer every question about employment. The personnel procedures and practices stated in this handbook are subject to change. To maintain flexibility in the administration of personnel policies and procedures, the university reserves the right to revise or rescind any provisions of this handbook without notice.

If you have any questions about policies and procedures that have not been specifically addressed in this handbook, please consult with your appropriate administrator, your division or college Administrative Services Manager, or the Office of Staff Human Resources.

Employee suggestions for Staff Handbook topics are appreciated and may be submitted in writing to the Office of Staff Human Resources located in Brotman Hall, Room 335.

# The California State University System

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The California State University (CSU) system is comprised of 23 campuses located across the state, from San Diego in the south to Humboldt in the north. The CSU is the largest and most diverse university system in the United States.

Renowned for the quality of its teaching and for its job-ready graduates, the CSU's mission is to offer students an affordable avenue for the pursuit of their educational goals.

## History

The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972 the system became The California State University and Colleges and in 1982 the system became The California State University. Today the campuses of the CSU include comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy, a specialized campus.

The oldest campus--San Jose State University--was founded in 1857 and became the first institution of public higher education in California. The newest campus-- California State University, Channel Islands--opened in fall 2002, with freshmen arriving in fall 2003.

## Organization and Governance

Responsibility for the 23-campus system is vested in the Board of Trustees, consisting of ex officio members, alumni, student and faculty representatives, and members appointed by the governor. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of the respective campuses.

The Trustees, the Chancellor, and the Presidents develop system-wide policy, with implementation on the campuses taking place through broadly based consultative procedures. The Academic Senate of the California State University, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor.

For additional information about the CSU system, please refer to the CSU web site at *Cal State*.

# California State University, Long Beach

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One of 23 CSU campuses, California State University, Long Beach (CSULB) is located less than three miles from the Pacific Ocean in California's seventh largest cities and is situated on 320 acres of attractive, park-like landscape. CSULB and its auxiliaries employ more than 8,000 individuals as faculty, staff, and student assistants, making it the city's third largest employer.

## The Campus

In this setting, CSULB is more than just a place of learning. It is, in itself, a cultural, recreational, social, and professional resource. Among its many offerings are the University Library, with a collection of over 1.4 million volumes; the University Art Museum, accredited by the American Association of Museums; the Carpenter Performing Arts Center; the beautiful and tranquil Earl Burns Miller Japanese Garden; the Isabel Patterson Child Development Center; KKJZ-FM, a campus-based jazz and news radio station; the Pyramid, site of many exciting sporting events; and a cable television studio. One hundred six permanent buildings house the various colleges and schools, academic departments and programs, centers, institutes, and clinics.

## History

On January 27, 1949, Governor Earl Warren approved legislation establishing what is now California State University, Long Beach (CSULB). Originally known as Los Angeles-Orange County State College, it was the tenth campus to be founded in what is now the California State University (CSU) system. Under the leadership of President P. Victor Peterson, instruction began in September 1949, with a faculty numbering 13, and a student body consisting of 160 juniors and seniors.

In 1950, the City of Long Beach donated a \$1-million, 320-acre permanent site for the college, and the name was changed to Long Beach State College. Construction of temporary buildings began on the northern campus in 1951, and these were ready for use by the fall semester of that year.

In 1953 the first freshmen and sophomores were added to the growing number of upper-division students who had preceded them, and ground was broken for the first permanent buildings. Several of these were ready for occupancy by January 1955, and formal dedication ceremonies were held the following May in the Little Theatre.

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In 1964, the name of the institution was changed again to California State College Long Beach. Finally, in June 1972, the Legislature recognized in name what had long existed in fact, and the campus was designated California State University, Long Beach. In recent years, CSULB has become the third largest of the CSU system's 23 campuses in terms of FTE enrollment, with the number of student's now exceeding 35,000.

## **Mission and Goals**

The university's educational mission is to promote intellectual and personal development and to prepare students for life-long learning as well as preparing them to succeed in a variety of professional endeavors and to function as informed, contributing members of the community. To these ends, the mission of the undergraduate curriculum is grounded in a

strong general education program, emphasizing the acquisition of writing, critical thinking, and analytical skills and knowledge of cultural and artistic traditions, the analysis of human behavior and society in the past and present, and scientific modes of inquiry. The mission of all degree programs is to provide each student with the skills necessary to pursue knowledge and to integrate information from various sources, and also to provide depth in at least one area of specialization.

A fundamental goal of all of the university's programs is to prepare students to function effectively in a culturally diverse society, by developing an understanding of our diverse heritage, including the essential contributions of women and ethnic minorities. Instruction emphasizes the ethical and social dimensions of all disciplines, as well as their applications to contemporary world issues. Building upon the culturally diverse region it serves and the international character of its faculty, the university emphasizes international education in its curriculum.

### **Administrative Organization**

The university's chief executive officer is the president, assisted by four vice presidents. Each vice president has administrative and staff employees responsible for those programs essential to the support of the university's basic missions.

Please refer to the current CSULB organizational chart on our website: [\*Organization Chart\*](#)

## **Personnel Policies and Procedures**

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This section of the handbook includes summaries of current staff employee personnel policies and procedures. For your convenience, the information is arranged in alphabetical order by topic.

## **Absence as a Witness**

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 Agreements* or personnel plan.

## **Appointments**

The appointing authority is responsible for selecting individuals to fill vacant positions. The selection process must be consistent with university policy and selected individuals must meet minimum qualifications established for positions.

All new employees must report to the Office of Payroll Services on their 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 sign Oath of Allegiance and, if required, employees in security-sensitive positions will be fingerprinted. All employees must submit proof of their legal right to work in the United States. An explanation of the variety of health, dental, and other insurance plans will be available at New Employee Orientation.

## **Campus Standards of Conduct**

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 are prohibited.

Consumption of alcohol is prohibited in residence halls, individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad and athletic fields.

Information regarding campus policies on the consumption of alcohol may be obtained by calling the Director of Student Life and Development at extension 5-8669.



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

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

### **Change of Name and/or Address**

Self-service changes to personal information can be made online at [My CSULB](#), or can be made in person at the Office of Payroll Services.

### **Civility Policy**

California State University, Long Beach, takes pride in its tradition of maintaining a civil and non-violent learning, working, and social environment. Civility and mutual respect toward all members of the University community are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a safe and productive workplace and overall healthy campus climate. The University espouses and practices zero tolerance for violence against any member of the University community (i.e., students, faculty, staff, administrators, and visitors). Violence and threats of violence not only disrupt the campus environment; they also negatively impact the University's ability to foster open dialogue and a free exchange of ideas among all campus constituencies.

To fulfill this policy, the University strives: 1) to prevent violence from occurring; and 2) to enforce local, state, and federal laws, as well as University regulations, regarding such conduct. The University also has established procedures for resolving and/or adjudicating circumstances involving violence, as well as threats of violence. A threat of violence is an expression of intention that implies impending physical

injury, abuse, or damage to an individual or his/her belongings. All allegations of such incidents (i.e., acts and threats) will be aggressively investigated. Allegations that are sustained may result in disciplinary action up to and including dismissal from employment, expulsion from the University, and/or civil and criminal prosecution.

Members of the campus community are encouraged to promptly report any acts of violence, threats of violence, or other behavior which by intent, act, or outcome harm themselves or others.

## **Classification**

The primary goal of position classification is to define and accurately describe the current duties and responsibilities of positions for the purposes of determining appropriate compensation and administering various personnel programs and policies.

Classification is based upon the objective elements of a position and does not consider the status of the incumbent. Information relative to the employee's length of service, time spent at the maximum salary of the position's salary range, or the quality of the employee's performance are not considered in determining the appropriate classification of a position. Factors that *are* considered include

- the nature, scope, and level of the duties and responsibilities;
- the relationship of the position to other positions in the department;
- supervision given or received;
- ability to exercise independent judgment.

To ensure that all position descriptions for staff and management employees are current and accurate, a three-year classification review cycle has been established. This review process will enable the Office of Staff Human Resources to review each position at least once every three years. In

addition to the three-year classification review cycle, individual employees may request a classification review of their position (see the appropriate *Collective Bargaining Agreement for the specific requirements and the Classification Standards*).

## **Complaints, Resolution of**

The particular method to be followed with any complaint must be determined by the individual concerned, and should be based upon the facts of the complaint. Normally, an individual should place the complaint in a written memorandum or letter and address it to the appropriate supervisor or administrator of the unit, area, or school involved. In addition to the written complaint, personal contact is also encouraged in those instances where in-person conversation might help to resolve the problem.

If a response is expected and is not received within ten working days, the complaint should be forwarded to the supervisor of the administrator who originally received the complaint.

Employees are encouraged to use the services of the Office of Staff Human Resources to resolve work-related concerns. Staff Human Resources staff is available to counsel and advise employees and investigate employee complaints. Additional resources for complaint resolution include the Office of the University Ombuds.

## **Conflict of Interest**

Under the Political Reform Act of 1974 (Government Code Sec. 81000 et seq.), no CSU employee shall make, participate in making, or attempt to use his or her official position to influence a CSU decision in which he or she has a financial interest. Willful violation is a misdemeanor.

An employee has a personal financial interest in a decision if the decision will have a material financial effect on the employee, a member of his or her immediate family, or on other economic interests.

For further information, consult the *Conflict of Interest Handbook*, prepared by the Office of General Counsel for the California State University, on the web at [Conflict of Interest Handbook](#). or contact the Campus Conflict of Interest Filing Officer listed under the Human Resources Management section of the CSULB website.

## **Drug-Free Schools and Communities Act**

Each employee of California State University, Long Beach needs to be aware of the requirements of 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 and assistance programs.

For more information: [Alcohol and Drug Policy](#)

## **Employee Organizations (Unions)**

The Higher Education Employer-Employee Relations Act (HEERA) established collective bargaining in the CSU system. To facilitate the collective bargaining process, HEERA organized CSU employees into groups known as collective bargaining (CB) units. Each unit is allowed to elect an exclusive representative who, in turn, would conduct the bargaining on behalf of the employees in the CB unit.

The Public Employment Relations Board (PERB) authorized thirteen units for collective bargaining purposes. The units group together employees who are considered to have an internal and occupational community of interest.

The university has an interest in the development of harmonious and cooperative labor relations between the university and its employees. Employees are free to join or not join their appropriate employee organizations; however terms of employment are dictated by the applicable collective bargaining agreements. A mandatory monthly deduction will be taken from all bargaining unit employees' paychecks.

Employees who wish to can elect to be voting members of their respective unions.

At CSULB there are currently ten bargaining units as follows:

- Unit 1 : Physicians
- Unit 2 : Health Care Support
- Unit 3 : Faculty
- Unit 4 : Academic Support
- Unit 5 : Operations and Support Services
- Unit 6 : Skilled Crafts
- Unit 7 : Clerical and Administrative Support Services
- Unit 8 : Public Safety
- Unit 9 : Technical and Support Services
- Unit 11: Academic Student Employees

For a listing of specific job classifications included in each unit go to *Classification Standards*.

## **Equity and Diversity**

California State University, Long Beach affirms the equal worth of every individual and of distinctive groups of people, and fosters fair and equal treatment and access for all members of the university community. Therefore, the university is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of California State University, Long Beach to provide programs, services, and benefits, including employment, without regard to race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era, or other covered veteran status.

Reasonable accommodation to disability is considered a

means of establishing equal opportunity.

### Freedom from Discrimination, Harassment, and Retaliation

California State University, Long Beach affirms that students, employees, volunteers, members of the public, and recipients of services and/or benefits provided by CSULB have the right to a university free from discrimination and harassment, including hostile environment, on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era, or other covered veteran status.

Retaliation for exercising one's right to protection from discrimination and/or harassment or for participating in the investigation of a complaint will not be tolerated.

### Scope

This policy applies to all California State University, Long Beach programs and activities, including, but not limited to:

- Educational, cultural, recreational, and social and/or athletics programs and activities provided, sponsored, administered, or assisted, by CSULB
- CSULB academic programs and/or activities
- CSULB-sponsored off-campus programs
- Housing supplied or regulated by CSULB
- The administration of educational policies admission policies, and employment policies
- Employment actions, including but not limited to recruitment, hiring, education, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship
- Choice of contractors and suppliers of goods and services
- Provision of services and benefits to CSULB students, employees, volunteers, or the public

- Receipt of CSULB services and benefits provided by CSULB contractors or vendors

## **Title IX: Addressing Allegations of Gender Equity and Sexual Assault**

Title IX of the Education Amendments Act of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions which receive federal financial assistance. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (20 U.S.C. § 1681).

California State University, Long Beach (CSULB), in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation, or gender in educational programs, services, or activities. Such programs include admissions, financial aid, employment, and equal access to University facilities. In addition, CSULB is committed to maintaining a safe educational and working environment free of discrimination, harassment, or retaliation on the basis of a protected category.

The University has designated three administrators to oversee the implementation of Title IX and the administrative responsibility of reviewing such matters:

### **University Title IX Coordinator and Deputy Coordinators**

CSULB’s Title IX Coordinator is Director, Equity & Diversity. The Director is charged with monitoring Title IX compliance University wide, including sexual harassment, sexual assault, and gender discrimination involving University employees. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to The

Director at (562) 985-8256. The Office of Equity & Diversity is located in the University Student Union (USU301). The process to file a formal University complaint *against a University employee* on the basis of harassment, discrimination, or retaliation is CSU's *Executive Order 1074*.

The Deputy Title IX Coordinator for Student Sexual Misconduct is the Director, Judicial Affairs. The Director is charged with receiving student complaints. Judicial Affairs works with the Title IX Coordinator to address student complaints of sexual harassment, including sexual assault, sexual violence, or other sexual misconduct, *against other University student(s)*. The process to file a formal University complaint *against another student* is CSU's *Executive Order 1073*. Judicial Affairs can be reached at 562-985-5270 or Brotman Hall 377.

The Deputy Title IX Coordinator for Athletics is the Senior Associate Athletics Director/ Senior Women's Administrator. She is charged with monitoring gender equity in Athletics. She can be reached at (562) 985-8527 or in the Barrett Athletic Administration Center.

### **To File a Formal Complaint**

#### **Allegations of criminal acts:**

*University Police*

Main line: (562) 985-4101

#### **Allegations of sexual harassment, discrimination, or retaliation based on a protected category *against a University employee or a student*:**

Title IX Coordinator

*Equity & Diversity*

Main line: (562) 985-8256

Student vs. Employee Formal Complaint Procedure: *Executive Order 1074*



**Deputy Officer for Student Sexual Misconduct:**

Deputy Title IX Coordinator for Student Sexual Misconduct  
*Judicial Affairs*

Main line: (562) 985-5270

Student vs. Student Formal Complaint Procedure: *Executive Order 1073*

**Office of Civil Rights:**

San Francisco Office

50 Beale Street (Suite 7200)

San Francisco, CA 94105

Phone: (415) 486-5555

Fax: (415) 486-5570

TDD: (877) 521-2172

Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov), *Office of Civil Rights link*

The Director of *Equity and Diversity* is the designated campus coordinator for Equal Employment Opportunity, Affirmative Action, and Civil Rights under Executive Order 11246, the Vietnam-Era Veterans' Readjustment Assistance Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act, and Title IX.

Required federal Affirmative Action Plans are available for inspection in the Reserve Book Room of the University Library during normal business hours.

**Complaint Resolution**

Resolution of discrimination, harassment, and retaliation complaints is available to all members of the university community. The procedures vary but are all intended to resolve complaints in a timely and responsive manner at the earliest possible stage. Campus policy is consistent with CSU policy, which you may view on the web at *Complaint Resolution*.

For employees represented by a collective bargaining unit, the collective bargaining agreement outlines the complaint resolution process, procedures, and timelines. Information is

available from your campus union representative, or on the web at [Collective Bargaining Agreements](#).

For employees not eligible to file a complaint or grievance under a collective bargaining agreement, or whose collective bargaining agreement incorporates the CSU system-wide complaint procedure, the complaint procedure is outlined in the [Complaint Procedure link](#).

### **Equipment, Supplies, and Personnel**

University equipment, supplies (including stationery and postage), personnel, and the like, shall not be used for any purpose related to outside employment, non-university consulting, personal business, or any activity outside of university employment. Such misuse of university resources for personal gain or interest could constitute an unauthorized use of State funds or raise questions of a conflict of interest.

Faculty or staff employed by College of Continuing and Professional Education must make arrangements with that office for the use of university equipment and supplies.

### **Information Security Management and Compliance**

California State University, Long Beach (CSULB) recognizes its affirmative and continuing obligation to protect the confidentiality, maintain the integrity, and ensure the availability of information about and used by CSULB faculty, staff, students and customers and to provide administrative, technical and physical safeguards to protect university information assets. The CSULB Information Security and Privacy Program provides the framework and the Information Security Management and Compliance office provides assistance to the University for meeting its responsibilities by:

- Developing University policies, standards, and procedures regarding the acquisition, transmission,

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- Unit 1 : Physicians
- Unit 2 : Health Care Support
- Unit 3 : Faculty
- Unit 4 : Academic Support
- Unit 5 : Operations and Support Services
- Unit 6 : Skilled Crafts
- Unit 7 : Clerical and Administrative Support Services
- Unit 8 : Public Safety
- Unit 9 : Technical and Support Services
- Unit 11: Academic Student Employees

For a listing of specific job classifications included in each unit go to *Classification Standards*.

## **Equity and Diversity**

California State University, Long Beach affirms the equal worth of every individual and of distinctive groups of people, and fosters fair and equal treatment and access for all members of the university community. Therefore, the university is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of California State University, Long Beach to provide programs, services, and benefits, including employment, without regard to race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era, or other covered veteran status.

Reasonable accommodation to disability is considered a

means of establishing equal opportunity.

### Freedom from Discrimination, Harassment, and Retaliation

California State University, Long Beach affirms that students, employees, volunteers, members of the public, and recipients of services and/or benefits provided by CSULB have the right to a university free from discrimination and harassment, including hostile environment, on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era, or other covered veteran status.

Retaliation for exercising one's right to protection from discrimination and/or harassment or for participating in the investigation of a complaint will not be tolerated.

### Scope

This policy applies to all California State University, Long Beach programs and activities, including, but not limited to:

- Educational, cultural, recreational, and social and/or athletics programs and activities provided, sponsored, administered, or assisted, by CSULB
- CSULB academic programs and/or activities
- CSULB-sponsored off-campus programs
- Housing supplied or regulated by CSULB
- The administration of educational policies admission policies, and employment policies
- Employment actions, including but not limited to recruitment, hiring, education, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship
- Choice of contractors and suppliers of goods and services
- Provision of services and benefits to CSULB students, employees, volunteers, or the public

- Receipt of CSULB services and benefits provided by CSULB contractors or vendors

## **Title IX: Addressing Allegations of Gender Equity and Sexual Assault**

Title IX of the Education Amendments Act of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions which receive federal financial assistance. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (20 U.S.C. § 1681).

California State University, Long Beach (CSULB), in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation, or gender in educational programs, services, or activities. Such programs include admissions, financial aid, employment, and equal access to University facilities. In addition, CSULB is committed to maintaining a safe educational and working environment free of discrimination, harassment, or retaliation on the basis of a protected category.

The University has designated three administrators to oversee the implementation of Title IX and the administrative responsibility of reviewing such matters:

### **University Title IX Coordinator and Deputy Coordinators**

CSULB’s Title IX Coordinator is Director, Equity & Diversity. The Director is charged with monitoring Title IX compliance University wide, including sexual harassment, sexual assault, and gender discrimination involving University employees. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to The

Director at (562) 985-8256. The Office of Equity & Diversity is located in the University Student Union (USU301). The process to file a formal University complaint *against a University employee* on the basis of harassment, discrimination, or retaliation is CSU's *Executive Order 1074*.

The Deputy Title IX Coordinator for Student Sexual Misconduct is the Director, Judicial Affairs. The Director is charged with receiving student complaints. Judicial Affairs works with the Title IX Coordinator to address student complaints of sexual harassment, including sexual assault, sexual violence, or other sexual misconduct, *against other University student(s)*. The process to file a formal University complaint *against another student* is CSU's *Executive Order 1073*. Judicial Affairs can be reached at 562-985-5270 or Brotman Hall 377.

The Deputy Title IX Coordinator for Athletics is the Senior Associate Athletics Director/ Senior Women's Administrator. She is charged with monitoring gender equity in Athletics. She can be reached at (562) 985-8527 or in the Barrett Athletic Administration Center.

### **To File a Formal Complaint**

#### **Allegations of criminal acts:**

*University Police*

Main line: (562) 985-4101

#### **Allegations of sexual harassment, discrimination, or retaliation based on a protected category *against a University employee or a student*:**

Title IX Coordinator

*Equity & Diversity*

Main line: (562) 985-8256

Student vs. Employee Formal Complaint Procedure: *Executive Order 1074*

**Deputy Officer for Student Sexual Misconduct:**

Deputy Title IX Coordinator for Student Sexual Misconduct  
*Judicial Affairs*

Main line: (562) 985-5270

Student vs. Student Formal Complaint Procedure: *Executive Order 1073*

**Office of Civil Rights:**

San Francisco Office

50 Beale Street (Suite 7200)

San Francisco, CA 94105

Phone: (415) 486-5555

Fax: (415) 486-5570

TDD: (877) 521-2172

Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov), *Office of Civil Rights link*

The Director of *Equity and Diversity* is the designated campus coordinator for Equal Employment Opportunity, Affirmative Action, and Civil Rights under Executive Order 11246, the Vietnam-Era Veterans' Readjustment Assistance Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act, and Title IX.

Required federal Affirmative Action Plans are available for inspection in the Reserve Book Room of the University Library during normal business hours.

**Complaint Resolution**

Resolution of discrimination, harassment, and retaliation complaints is available to all members of the university community. The procedures vary but are all intended to resolve complaints in a timely and responsive manner at the earliest possible stage. Campus policy is consistent with CSU policy, which you may view on the web at *Complaint Resolution*.

For employees represented by a collective bargaining unit, the collective bargaining agreement outlines the complaint resolution process, procedures, and timelines. Information is

available from your campus union representative, or on the web at [Collective Bargaining Agreements](#).

For employees not eligible to file a complaint or grievance under a collective bargaining agreement, or whose collective bargaining agreement incorporates the CSU system-wide complaint procedure, the complaint procedure is outlined in the [Complaint Procedure link](#).

### **Equipment, Supplies, and Personnel**

University equipment, supplies (including stationery and postage), personnel, and the like, shall not be used for any purpose related to outside employment, non-university consulting, personal business, or any activity outside of university employment. Such misuse of university resources for personal gain or interest could constitute an unauthorized use of State funds or raise questions of a conflict of interest.

Faculty or staff employed by College of Continuing and Professional Education must make arrangements with that office for the use of university equipment and supplies.

### **Information Security Management and Compliance**

California State University, Long Beach (CSULB) recognizes its affirmative and continuing obligation to protect the confidentiality, maintain the integrity, and ensure the availability of information about and used by CSULB faculty, staff, students and customers and to provide administrative, technical and physical safeguards to protect university information assets. The CSULB Information Security and Privacy Program provides the framework and the Information Security Management and Compliance office provides assistance to the University for meeting its responsibilities by:

- Developing University policies, standards, and procedures regarding the acquisition, transmission,



processing, maintenance, safeguarding, release, and disposal of personal and confidential information and other CSULB sensitive data;

- Developing and providing appropriate training and informational materials; and
- Assessing and ensuring University compliance with program related laws, regulations, CSU and CSULB policies, standards and procedures.

Questions regarding any Information Security Management and Compliance issues should be directed to the Information Security Management and Compliance office at (562) 985-4862.

*Acceptable Use of CSULB Electronic Communication Systems & Services*

## **Keys to Facilities**

Arrangements for keys are made by the employee's office. All requests for keys require the completion of a key issue card. This card must be presented, along with a valid staff identification card, at the time the keys are obtained from Facilities Management.

As part of the clearance process, staff employees must return all keys issued to them upon leaving university service. Keys must be returned to Facilities Management and a receipt will be issued. Failure to return keys shall result in a lost-key fee. (Please refer to the topic of “Separation” for additional information.)

All questions regarding key issues and lost or stolen keys must be addressed to Facilities Management.

## **Lactation, Requests for Accommodation**

Pursuant to California law (AB 1030-33), employees who request a reasonable accommodation to express milk will be provided a private location reasonably close to their work

location. Whenever possible, breaks will run concurrently with breaks already provided to the employee. Employees should make their reasonable accommodation requests as soon as possible with their supervisor and the Office of Equity & Diversity to establish an appropriate location and break times. A reasonable amount of time will be established for the employee to express milk. Employees are expected to make their own arrangements for refrigeration, including sealed containers, and proper storage.

## **Layoff Procedures**

Bargaining unit employees should refer to their appropriate collective bargaining agreement for the most accurate and specific information. Procedures for layoff may be found in the appropriate *Collective Bargaining Agreement*.

## **Leaves of Absence**

The information that follows will generally apply to staff members who are full-time probationary, full-time permanent or administrative employees who are not covered by *Collective Bargaining Agreements (CBA's)*. Employees who are governed by *CBA's* should refer to their appropriate *CBA* for the most accurate and specific information. You may also contact the Office of Staff Human Resources, or reference the CSULB *Administrative Guidelines*. Completion of a *Leave of Absence Form* is required for all requests for leaves longer than five days, whether paid or unpaid.

### **Leaves of Absence with Pay**

In certain circumstances, an employee may be granted a leave of absence with pay. Time off for bereavement, jury duty, maternity/paternity/adoption, and voting may be granted.

#### ***Bereavement Leave***

Upon request to the appropriate administrator, and in accordance with the provisions of the appropriate *CBA*, an employee shall be granted a leave of absence with pay for each death of a significantly close relative (see the appropriate

*CBA* for specific information regarding the length of this leave). The term "significantly close relative/person" shall mean a spouse, or domestic partner, the employee's, spouse's, or domestic partner's mother, father, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, or relative living in the immediate household of the employee except domestic employees and roomers.

### *Jury Duty*

Since an employee receives regular compensation and benefits while performing jury service, an employee of the California State University may not receive the daily jury fee for jury duty in the state court. An employee called to jury duty in superior court, in both civil and criminal cases, is eligible to receive reimbursement for mileage at the rate of 50 cents per mile for each mile actually traveled in attending court as a juror after the first day. The employee may keep monies received for reimbursement of jury duty travel expenses.

An employee called to jury duty in the federal court during his/her regular work hours is entitled to his/her regular compensation and benefits, but must remit the federal jury duty pay to the university. Payment for travel expenses received by the employee need not be remitted. If the employee elects to retain the jury duty fees, his/her time off for jury duty is not compensated. The employee may elect to use vacation or CTO to cover the time off.

An employee who receives initial notification that he/she is subject to jury duty shall notify the appropriate administrator. The employee is required to notify the appropriate administrator in writing prior to taking leave for jury duty. Verification of actual service for jury duty shall be provided by the employee when requested by the appropriate administrator.

### ***Parental Leave***

Parental leave refers to a paid leave for the purpose of caring for and bonding with an employee's own newborn child, or a child that is placed in the adoptive or foster care of the employee. For more information, contact the Office of Staff Human Resources.

### ***Voting***

In most cases, employees who wish to vote at any general, direct primary, or presidential primary election should be able to do so outside of normal working hours. In special circumstances, an employee may be given paid 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.

### **Leaves of Absence without Pay**

A Leave of Absence Without Pay (LOA/WOP), full or partial, may be granted for up to one (1) year.

### ***Who is Covered?***

The Leave of Absence Without Pay program shall apply to all eligible full-time temporary, probationary, and permanent staff employees and part-time employees who have permanent status.

### ***Authorization***

Upon completion of the Staff Leave of Absence Form by the employee and with written endorsement by the supervisor and Administrative Services Manager of the area in which the employee works, the granting of the LOA/WOP may be made by the Appointing Authority, in consultation with Staff Human Resources, and in compliance with established criteria. Written requests shall be submitted 30 days prior to the intended effective date. The 30-day request period may be

waived in emergency situations including conditions requiring Family Medical Leave.

It is important that the employee contact the Offices of Staff Human Resources and Payroll Services before going on an extended leave of absence without pay (over one month) in order to avoid cancellation of group coverage policies, employee organization dues, etc. The Office of Payroll Services will make arrangements for the employee to make direct payment to the appropriate companies or organizations.

### ***Family Medical Leave***

An employee with at least 12 months of employment and who is eligible to receive insurance benefits is entitled to a family leave without pay. "Employment" includes employment at all CSU campuses as well as other California State employment. Full-time employees may take up to 12 weeks of family leave in a 12-month period. Employees who work less than full time may take family leave on a pro rata basis. An employee may be granted family leave for the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or to care for a child, parent, or spouse of the employee who has a serious health condition. Family leave is separate and distinct from the right of a female employee to take a pregnancy disability leave. For the duration of the family leave, the employer will maintain the employee's health, dental, and vision coverage. Upon expiration of the leave, an employee has the right to return to his/her former position or a comparable position. For additional information regarding benefits during a family medical leave, contact Staff Human Resources at 5-4031.

### ***Maternity Leave under the Education Code 89519***

Upon request, an employee may be granted a leave of absence without pay of up to one year (or through the employee's appointment ending date) for the purpose of pregnancy, childbearing, and/or care for an employee's own newborn

child. The employee shall request maternity leave in writing to the appropriate administrator. The request must specify the period of absence required. Any change in the terms of the leave must be approved by the President's designee. Time spent on leave without pay for the purposes of childbearing shall be treated in the same manner as all other leaves without pay in regard to conditions of employment. Employees may not be forced to take a leave of absence at a predetermined time prior to the anticipated delivery date so long as the employee is capable of performing her required tasks.

### ***Medical Leave***

A medical leave of absence (without pay) may be approved when an employee's illness prevents the employee from working for an extended period of time. Current balances of sick leave must be exhausted before a medical leave of absence can be granted. Vacation and CTO balances may also be used prior to the leave without pay at the discretion of the employee and the appropriate administrator. Employees should check with the Office of Payroll Services for information about possible non-industrial disability benefits. Medical substantiation is normally required before approving an employee's request for medical leave. Leaves are granted in increments of months based on the anticipated length of absence.

### ***Military Leave***

Procedures may be found in the appropriate *Collective Bargaining Agreement*.

### ***Catastrophic Leave Donation Program***

Depending on the bargaining unit, the Catastrophic Leave Donation Program allows any employee to donate up to 40 hours of their own vacation and/or sick leave credits, in one hour increments, to other employees who have exhausted their own accrued leave credits, including sick leave, vacation, and compensation time off (CTO) and who are suffering from a catastrophic illness or injury.

The Catastrophic Leave Donation Program shall apply to all eligible 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 or injuries that 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 immediate family. This will apply in such cases where the employee is required to take time off for an extended period of time to care for the family member, and the employee has exhausted all of his/her accrued vacation and sick leave credits which would have been 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 from the CSU's Adjusting Agency 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, an additional three-month period may be approved.

For additional information call the Staff Human Resources, extension 5-4031.

## **Liability of University Employees**

Employees or former employees may request the university to defend them against any claim or action against them for injury due to negligence within the scope of their employment. Employees, who, while acting in the course and scope of their employment, carry out their obligations in good faith and exercise good judgment, will be provided defense by the university. In the event of an adverse decision, coverage under the State of California liability policies will be provided.

The university will not defend an employee if it is determined that the action or omission involved was not within the employee's scope of employment, was based upon actual fraud, corruption or actual malice, or that the providing of such defense would involve a conflict of interest. Therefore, to minimize the risk of incurring unnecessary liability, all employees are expected to adhere to all university policies and procedures. Failure to do so may result in the State of California electing not to defend or indemnify.

To assure that appropriate representation is provided and to minimize personal and university exposure to liability, employees must inform the appropriate vice president immediately upon receipt of any summons, subpoena, or similar notification of litigation which has resulted from the performance of his/her duties as an employee of the university. Documents should be forwarded to the appropriate vice president accompanied by a letter requesting that representation be provided and specifying when and where the documents were received. Such requests shall be referred to the CSU Office of General Counsel.



## **Nepotism**

It is the policy of California State University, Long Beach to seek for its administrators, instructional faculty, and support staff, the most qualified candidates through appropriate search procedures preceding each appointment and promotion. There shall be no bars to the appointment of immediate family members in administrative, faculty or staff employment categories, in the same or different units or departments so long as the following standard is met: No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.

Exceptions to this policy are at the discretion of the President. You can review the [Nepotism Policy](#) here or contact Staff Human Resources at (562) 985-4031.

## **Overtime/Compensating Time Off (CTO)**

Overtime for eligible employees will be paid in a way that is consistent with the [Fair Labor Standards Act \(FLSA\)](#). The definition of hours worked is "All time that an employee is required to be on duty, or on the employer's premises, or at a prescribed workplace for the employer, and all time during which the employee is suffered or permitted to work for the employer."

Under the FLSA, positions are categorized as exempt or non-exempt from the overtime provisions. If certain provisions have been met, employees in non-exempt positions may work overtime and receive compensating time off (CTO) in lieu of overtime cash payment provided that the time worked is in excess of 40 hours in a given work week. CTO or overtime cash payment is at the discretion of the employee's appropriate administrator. Please refer to the appropriate [Collective Bargaining Agreement](#) for more specific information.

## **Parking**

Parking permits designated for employees are required 24 hours a day, seven days a week in all parking areas. Permits must be clearly displayed at all times to avoid a citation. Vehicles must be parked in designated parking spaces. Separately designated areas are provided for motorcycles. The California Vehicle Code is enforced at all times (e.g., fire lanes, red curbs, disabled spaces, etc.).

CSULB limits each employee to the purchase of one parking permit per applicable time period. Permits can be purchased online and picked up at the Cashier's Office on the first floor of Brotman Hall (BH), room 148. Call the Cashier's Office at extension 5-1681 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 Office and pay their parking fees through the voluntary payroll deduction plan.

Employees separating from CSULB should return all parking permits and gate cards to the Parking and Transportation Services department to avoid any unnecessary fee payments.

Further information may be obtained by calling Parking and Transportation Events Services, extension 5-4146 or visiting their web site at [\*Parking and Transportation Events Services\*](#).

## **Payroll Information**

### **Pay Day**

Department or unit warrant clerks will pick up pay checks and Direct Deposit Advices from the designated distribution point on campus. Warrant clerks will then deliver checks to those employees who are present on payday ([\*Payroll Calendar\*](#)). Undelivered checks will be returned to the Cashier's Office, Brotman Hall (BH), room 148, and will be available the following business day. Employees requesting their pay checks from the Cashier's Office must present identification.

Employees participating in the Direct Deposit Program receive a Direct Deposit Advice. This document informs the employees that the payment was sent to their financial institution and it identifies the account number used in the transaction.

## Payroll Deductions

The payroll deductions required by law are:

- Withholding for payment of federal and state income tax
- Retirement contributions
- Federal OASDI (Social Security - employees hired after 1960)
- 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.

Employees expecting to go on any type of leave or who are separating from the university are urged to contact the *Payroll Office* prior to their last day of work. A *Clearance Form* must be completed by all separating employees.

## Shift Differential

Employees in certain job classifications may be eligible for an hourly amount (shift differential) in addition to their regular

pay when they work the evening or night shifts. Shift differentials are normally exclusive of overtime. Employees should consult the appropriate *Collective Bargaining Agreement* to determine if their classification entitles them to shift differentials, and if so, the amount of payment.

For additional payroll information, such as changes in payroll deductions, insurance plans, retirement, and death benefits, contact Payroll Services at extension 5-4164.

## **Performance Appraisals**

The primary purpose of the performance appraisal system is to establish a working environment that supports quality work performance, encourages and supports personal and job-related development, and improves communication between supervisor and employee. It will be used to provide documentation for other personnel transactions including granting of permanent status, salary adjustments, disciplinary action, rejection during probation, and training and promotional opportunities.

Appraisals are to be based on performance for the entire review period and not on single accomplishments or failures, or the most recent performance. However, important single instances of superior or faulty performance should be considered in connection with the total performance for the period.

The employee will be given a copy of the completed *Employee Planning and Performance Appraisal Form*. In instances where the employee disagrees with the evaluator's appraisal and wants to request reconsideration or an opportunity to discuss the appraisal, the employee and department/unit evaluator should attempt an informal resolution of their differences.

Final copies of the employee's performance appraisal should be signed by the employee, the department/unit evaluator, the appointing authority, and in some instances, the

Administrative Services Manager. The signed appraisal form is then sent to the Office of Staff Human Resources where it will become a part of the employee's official personnel file.

Part-time employees and temporary employees continuing for over 30 days must also be appraised periodically.

Employees governed by collective bargaining should refer to the appropriate *Collective Bargaining Agreement* for more specific information. Management employees should refer to the *CSULB Management Personnel Plan*.

## **Probation and Permanent Status**

A probationary period is the period of credited service an employee serves before receiving permanent status in that position. Part-time temporary service shall not count toward credited service for probation. Full-time temporary service may count toward credited service for probation when deemed appropriate by the president's designee.

A year of service for employees in twelve (12) month positions is any consecutive twelve months of full time employment. For employees serving in 10/12 pay plan positions, a year of service is ten months of full time employment within a twelve-month period of time. An employee serving in an 11/12 pay plan position, an employee who is paid an hourly rate based upon a monthly salary rate and who works full time for twelve (12) consecutive months is deemed to have completed a year of service for purposes of permanent status.

Employees governed by collective bargaining should consult the appropriate Collective Bargaining Agreement for more specific information. Employees in the Management Personnel Plan do not receive permanent status because they are considered to be “at will” employees and serve at the pleasure of the President.

## **Release of Employee Information**

### **Employee Information That May Not Be Disclosed**

The following information is identified as personal or confidential and is not subject to mandatory public disclosure without the consent of the employee:

- Social security number
- Number of tax exemptions
- Amount of taxes withheld
- Amount of OASDI withheld
- Marital status
- All voluntary deductions/reductions (amount and types)
- Survivors' amounts
- Net pay of an employee
- Home address
- Home telephone number
- Birth date
- Ethnic data
- Designee for last payroll warrant

### **Employee Information That May Be Disclosed**

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

- Names of employees on the payroll (including work location, agency, reporting unit, and county of employment)
- Employee's gross salary (including frequency, rate, time worked, shift differential, and pay period)
- Job classification/range
- Time base
- Appointment and tenure
- Retirement system
- Payee name and agency which submitted a claim for general disbursement payment

It will be the responsibility of the offices of Staff Human Resources to determine whether disclosure is allowed. All requests for such information will be transmitted and processed through the Payroll Office.

## **Safety of Employees**

It is the policy of CSULB to provide a safe and healthy working environment for all employees. To achieve this goal, all campus employees must join in a cooperative effort to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply with the safety and health standards for every job.

University managers are responsible for the leadership of the safety and health program and for its effectiveness. Supervisors are responsible for developing proper attitudes toward safety and health of their staff, and for assuring that all operations are performed with the utmost regard for safety and health. All employees are responsible for continuously practicing safety while performing their job duties and for following all applicable safety and health regulations.

The CSULB Injury and Illness Prevention Program provides the framework for the campus health and safety program. The main goal of this program is the reduction in the number of occupationally related injuries and illnesses.

The staff in the Environmental Health and Safety serves as advisors and facilitators to university managers in health and safety-related issues. Further information may be obtained by calling extension 5-8893.

## **Salary Increases**

Depending on the employee's collective bargaining unit, salary increases may be granted by a General Salary Increase (GSI) (also known as a "Cost of Living" adjustment or increase or "COLA"), Merit Salary Increase (MSI), or other programs as negotiated. The funds available for each of these salary programs are determined annually by negotiations

between the CSU System Office and Collective Bargaining Units.

## **Separations**

Employees who are separating from the university must report to the Office of Payroll for clearance and separation processing and for completion of health and retirement forms.

### **Clearance**

The purpose of the clearance process is to insure that, upon separation, all university property is returned, and rights to access university property or services are appropriately discontinued. Employees must follow the established clearance process whether or not the employee has outstanding obligations to be cleared. If any outstanding obligations exist, the indebtedness must be cleared.

Supervisors, department chairs, college deans, or Administrative Services Managers will furnish each separating employee with a Clearance Instruction Sheet and a Clearance Certificate form, which can also be accessed on the web at [\*Clearance Form link\*](#)

### **Resignations (Voluntary)**

Resignations refer to a voluntary separation initiated by the employee. The effective date of a resignation is determined by the employee.

A two-week written notice of resignation is customary. Employees are encouraged to give more than a two-week notice when possible since this gives the authorized administrator more opportunity to plan work assignments, recruit for a new employee, and complete the other necessary steps in hiring a replacement.

### **Service Retirement**

Employees may retire as early as age 50 if they have completed five years of full-time service with the [\*California\*](#)



*Public Employees' Retirement System (CalPERS)*. The exact amount of retirement benefit is calculated by a combination of length of service, employee's age, original date of hire, coordinated with Social Security contributions, and based upon an employee's highest average salary for a consecutive 12 or 36 month period, and/or based on the date of hire.

If an employee has a disabling injury or illness that prevents him or her from performing his/her job duties, a disability retirement may be an option. There is no minimum age requirement for a disability retirement.

For further information about retirement benefits, contact Benefits Services at extension 5-2381.

## **Sexual Harassment**

(See Equity and Diversity)

## **Smoke-free Policy**

### **1 Preamble**

The purpose of this rule is to protect the access needs of individuals with serious pulmonary disorders, to enable non-smokers to conduct their campus activities without involuntary exposure to second-hand tobacco smoke, and to preserve the personal dignity of individuals who smoke tobacco products on campus. As such, it restricts the free use of tobacco. Specifically, smoking shall not occur at locations where individual use of or access to university facilities may be obstructed by involuntary exposure to second-hand smoke. It is not intended as a moral or medical condemnation of smoking tobacco as a personal choice. It is simply meant to provide smoke-free use of and access to university facilities for individuals who require or choose to avoid exposure to smoke from tobacco.

### **2 The Principle of No Involuntary Exposure to Second-hand Smoke**

The guiding principle of this document is that no individual

should breathe second-hand smoke involuntarily as a part of participating in a regular university activity. There are several locations on campus where tobacco smoke constitutes an obstacle to public use or access. These include: air intake vents for buildings; entrances to buildings or rooms with exterior doorways; locations where individuals must stand in line to receive services, and semi-enclosed courtyards or passages where large groups of people pass to enter or move between buildings. Smoking of tobacco products at any of these locations forces exposure to second-hand tobacco smoke.

This rule shall establish a minimum smoke-free radius around these sensitive locations. It will ban smoking outright in some large areas where air flow and use patterns justify a more extensive ban. Finally, this rule will delineate formal procedure for the users of a specific campus facility to extend prohibitions on smoking near buildings where local knowledge of use and access may indicate the need for a reasonable extension of this basic rule. All such extended prohibitions must be consistent with the principle of no involuntary use. No extension to this rule shall be accepted if it is written with the intent to limit tobacco smoking as a personal choice for individual

### **3 Areas Prohibited to Smoking Tobacco**

#### **3.1 Building Entry, Exits and Air Intake Vents**

No smoking shall be permitted within twenty feet of an exterior entrance to or exit from a building or room. Smoking is also prohibited within twenty feet of any air intake vent for a building. This twenty foot rule means: twenty feet up, down, right, left or out from any point on an entry, exit or air intake structure for a university building. Where multiple doorways or vents occur as a single complex structure, smoking is prohibited within twenty feet of the entire structure.

### **3.2 Brotman Hall**

No smoking is permitted anywhere within 20 feet of the exterior perimeter of the Brotman Hall Building.

### **3.3 The Library to Student Union Corridor**

No smoking shall be permitted anywhere along the walking thoroughfare that connects the Main Library to the Second-Floor-West eating plaza of the Student Union. This area starts at the doors of the Main Library and includes the entire patio in front of the Library doors. It continues along the large sidewalk through the LA Corridor — the entire covered area between LA -1 and LA - 5. From LA-5 the area extends to the sidewalk between FO-1 and the Psychology building. It continues to and past the Bookstore, and on to the walkway at any table in the covered area to the east of the Cafeteria Building. It ends with the escalator that connects the Cafeteria to the Second-Floor-West eating plaza of the Student Union. This area does not include the covered area in front of the Nugget, the small Plaza in front of the Psychology Building, the Plaza in front of the Beach Hut or any of the adjacent benches.

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 and/or department chair. If a problem cannot be resolved in this manner, contact the appropriate Dean, Director, or Administrative Services Manager. There shall be no reprisal against anyone seeking assistance in enforcing this policy.

For those employees and students who wish to stop smoking, California State University, Long Beach shall support and assist their efforts by providing referrals to cessation programs. If interested, contact the Faculty/Staff Assistance Program for information and help at extension 5-7434.

## **Staff Recognition Programs**

The staff of CSULB offer major contributions to the university community every day. A number of formal staff recognition programs exist on campus to recognize the contribution of staff members. For example, the annual Service Awards Reception for Long-Term Employees recognizes employees for their 10, 15, 20, 25, 30, 35, and even 40 years or more of service to the university.

The Employee of the Month award moves from one area to another on a monthly rotation basis. Employees from a specific school or department nominate and vote for co-workers who epitomize standards set forth in the program.

The Staff Applause program provides to faculty, students, and staff the opportunity to recognize any staff employee's willingness to "go the extra mile" in the performance of his or her job.

## **Staff Training and Development**

Staff employees are a vital part of the university community, therefore, *staff training* and professional development are priorities for the University Administration. Every attempt is made to provide professional and technical training opportunities for staff members.

The Office of Staff Human Resources designs, schedules, and presents training and development programs. Throughout the year, a variety of workshops, training sessions, and motivational programs for staff are made available. Employees are encouraged to participate in any and all workshops that will help to improve job skills. Personal growth programs are also offered, and employees are encouraged to attend with supervisor's approval. For more information, please visit the *Staff Training* website or contact *Staff Human Resources* at 5-4031.

## **Working Hours**

The usual hours of operation of university offices are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, to accommodate students and faculty, many areas of the campus operate on an extended basis. Please contact the appropriate office for specific hours of service.

# University Benefits

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The university provides an outstanding benefits package that is both comprehensive and competitive. Employees with appointments of half-time (20 hours) or more, in positions with a duration of at least six months and one day, 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* at 5-2381 for the most up-to-date and detailed information.

## **California Public Employees' Retirement System (CalPERS)**

Employees with a full-time appointment longer than six months, or a half-time appointment for one year or more, will be enrolled automatically by Payroll Services in the California Public Employees' Retirement System. Membership in this system involves both employee and university contributions. More information about *CalPERS* may be obtained from Benefits Services.

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 Department of Personnel Administration's (DPA) Savings Plus Program (SPP). Membership is mandatory and requires a 7.5% pre-tax employee contribution. There is no employer contribution. Employees are 100% vested upon enrollment.

## **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 CSULB. (The one exception to this statement applies to individuals appointed prior to 1962 who "opted out" of Social Security coverage.) As with membership in CalPERS, participation in Social Security involves both employee and university contributions.

## **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 October for the following calendar year. An employee who wishes to participate must enroll each calendar year. Contact Benefits Services for further information about this program.

## **Disability Insurance**

### *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.

### *Non-Industrial Disability Leave Insurance*

Employees who are members of CalPERS/STRS and are permanent or probationary full-time employees are eligible for Non-Industrial Disability Leave Insurance (NDI) benefits. In addition, employees appointed half time or more for one year of service or one academic year and who are members of CalPERS/STRS are eligible for NDI benefits. The NDI program compensates eligible employees who are temporarily unable to continue in employment due to non-work-related injury or illness. Contact the Office of Payroll Services for further information.

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## Fee Waiver Program

To enhance the university's effort to promote career development for staff, CSULB offers a *Fee Waiver Program*. This program, established in 1975, allows eligible staff members or their dependents the opportunity to attend classes at CSU campuses at reduced rates. CSULB employees who want to enhance job skills or prepare for a future career are encouraged to participate in this program.

### Eligibility

An employee may be eligible to participate if he/she is a full-time or part-time permanent employee or a full-time probationary employee. Some full-time temporary employees may be eligible if their appointment exceeds the last day of the semester. Full-time or part-time Management Personnel Plan (MPP) employees are also eligible to participate. Spouses, dependents, and domestic partners may also be eligible depending on the employee's collective bargaining unit. Refer to the appropriate *Collective Bargaining Agreement* for details concerning spouse, dependent, and domestic partner eligibility.

Employees who do not qualify are those in programs of work relief (emergency employee) or work training, student assistants, auxiliary employees, Foundation employees, and part-time temporary employees. Fee Waiver Program information can be located in the appropriate *Collective Bargaining Agreement*.

For those who are eligible for the Fee Waiver Program, fees may be waived for courses that are either work-related or part of a Career Development Plan.

### Career Development Courses

The primary responsibility for career development rests with the employee. While job promotions are not guaranteed as a result of completing courses in the Career Development Plan, an employee may be better prepared and more competitive for job vacancies as a result of having completed specific



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courses or a degree program. Classes for career development must be taken for academic credit.

### Work-Related Courses

These are classes that 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.

### CSULB Admissions and Application Procedures

If the employee wishes admission as a student to a CSULB academic program and qualifies in accordance with established admission standards and criteria, the application will be processed by the Office of Admissions and Records as a regular admission. However, the CSU Application Fee will be waived.

If the employee does not qualify for regular admission to CSULB, the employee may be admitted by the appropriate administrator in the Office of Admissions and Records. Exceptions may be made for the purpose of enrolling in work-related courses only.

***Admissions for Work-Related Courses.*** Admission for the purpose of enrolling in courses deemed work-related shall be with the approval of the appropriate administrator. The CSU admissions requirements do not apply to employees enrolling in approved work-related courses. The employee is required to fill out only the front of "Part A" of the CSU admissions application. The Office of Admissions and Records shall establish a file and Permanent Record Card for each employee admitted for this purpose, but the processes associated with matriculation (i.e., transcripts, test scores, evaluation of transfer credit, etc.) need not be submitted. *A Fee Waiver Questionnaire form must be completed every semester.*

***Admissions for Career Development Courses.*** Admission for the purpose of enrolling in courses as part of an approved Career Development Plan shall be with the approval of the appropriate administrator. *A Fee Waiver Questionnaire form must be completed every semester.* CSU admission requirements must be met or waived by the appropriate administrator in the Office of Admissions and Records. Necessary documents for matriculation (transcripts of previous work, test scores, evaluation of transfer credit, etc.) must be submitted to the Office of Admissions and Records.

### Program Restrictions

Only those classes offered through the regular, state-funded academic semesters are honored under the Fee Waiver Program. Fees for classes associated with winter intersession, summer session, or other College of Continuing and Professional Education (CCPE) classes are not waived. All classes must be taken for grades or credit/no credit. Employees are not permitted to audit any classes taken through this program.

Employees who separate from the university or otherwise become ineligible (i.e., change in employment status) before or during the eighth week of the academic semester shall be required to reimburse the university for all fees normally waived under the Fee Waiver Program.

### Credit Unit Limits

In order to achieve a reasonable balance between regular work responsibilities and the course load taken under the Fee Waiver Program, eligible staff can take a maximum of two courses or six units, whichever is greater.

### Use of State Time for Class Attendance

The appropriate administrator may grant permission for an employee to use a reasonable amount of work time in at least one work-related or approved career development course per semester. Approval may be granted if the course is taken at

any CSU campus and the appropriate administrator determines that the operational needs of the department or equivalent unit will be met in an orderly and normal manner.

## Fees

If the employee chooses to take other classes in addition to those covered 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. See a current Schedule of Classes for exact fee amounts.

## 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 up to six months' pay is provided through the retirement system payable to your beneficiary if death occurs before you retire. In addition, certain employees receive additional insurance as listed:

- Management: \$100,000 + AD & D
- Unit 3: \$50,000 + AD & D
- Unit 4 Employees: \$25,000 + AD & D
- Unit 8 Employees: \$10,000 + AD & D
- Eligible Teaching Associates: \$50,000
- Confidentials: \$50,000 + AD & D
- Executives: \$150,000 + AD & D
- CSUEU: \$10,000 + AD & D

## Health Care Benefits Program

Eligible employees have a choice of several health care options, which include

- A variety of health insurance plans
- Two dental plans
- Vision coverage
- Flexcash (an exchange of cash for coverage)

Specific information about *Health Care Benefits Program* including plan options and premium costs is available on the web or you may contact Benefits Services at 5-2381.

### Health Insurance

There are several plans to choose from, but please note that **enrollment in a health insurance plan is not automatic**. Employees have 60 calendar days from the effective date of appointment to select a provider and enroll in a health care plan. Generally, coverage begins the first day of the month following the date the enrollment document was signed.

### Dental Insurance

Like health insurance, you must select and enroll in a dental insurance plan—**enrollment is not automatic**. Employees have 60 calendar days from the effective date of appointment to select a provider and enroll in a health care plan. Generally, if the signed enrollment document is received by the Controller's Office in Sacramento by the tenth of the month, coverage will begin the first day of the following month.

Premiums for dental insurance for the employee and/or eligible dependents are paid by the university and are offered to you at no charge.

### Vision Care Insurance

Enrollment in the university's vision care plan is automatic. Coverage will become effective once the employee is in pay status.

The employee and all eligible dependents are covered at no cost to the employee.

### Flexcash

Flexcash is an optional benefit that allows an employee to waive CSU medical and/or dental insurance in exchange for cash if you have other non-CSU coverage.

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## **Health Care Reimbursement Program (HCRA)**

The HCRA is a voluntary benefit for eligible employees, which provides the ability to pay for eligible out-of-pocket health care expenses with pre-tax dollars.

Medical, dental, and vision expenses eligible for reimbursement by the HCRA Plan include uninsured and medically necessary expenses incurred by employees, and their tax dependents, including Domestic Partners claimed as tax dependents. Expenses must be for the diagnosis, cure, treatment, or prevention of disease, and for treatments affecting any part or function of the body. Expenses must be to alleviate or prevent a physical defect or illness. Expenses incurred solely for cosmetic reasons or expenses that are merely beneficial to a person's general health are not eligible for reimbursement.

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 October for the following calendar year. An employee who wishes to participate must enroll each calendar year. Please contact Payroll Services for eligibility requirements.

## **Holidays, Sick Leave, and Vacation**

### **Holidays**

The university observes the following 13 paid holidays annually:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- Presidents' Day
- Cesar Chavez
- Memorial Day
- Independence Day
- Labor Day

- Admission Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Any holiday which falls on a Saturday shall be observed on the preceding Friday, and any holiday which falls on a Sunday shall be observed the following Monday.

The university may, depending upon the needs of the campus, close for a specified number of days during the winter holidays. The president has the discretion to reschedule some of the paid holidays during the year so that the winter closure will not normally require the use of any leave or personal holiday credits from the employee. The closure will be announced annually with appropriate notice given to employees.

### Personal Holiday

All employees (except retired annuitants, graduate assistants, and those in job classifications for which a daily rate has been established in the CSU Salary Schedule) are granted a personal holiday every year on January 1 to be used before December 31 of that same year.

Full time employees earn eight hours of personal holiday time off with pay; part-time employees receive time off in proportion to the employee's time base at the time the holiday is taken. Intermittent (hourly) employees will receive time off based on the number of hours worked in the pay period in which the holiday is taken.

If the employee fails to take the personal holiday before the end of the year, the holiday shall be forfeited. The scheduling of the holiday shall be by mutual agreement of the employee and the appropriate administrator. Employees who terminate without using the personal holiday will be paid for it as part of the final settlement.

## 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, refer to the appropriate *Collective Bargaining Agreement*.

## Vacation

Eligibility for vacation credits and the amount of vacation credit earned each month is based upon the classification to which the employee is appointed, time base, and the length of time the employee has worked at the university. The CSU Salary Schedule lists the vacation eligibility for each job classification.

Although vacation time is accrued for each month of service, vacation hours cannot be used until one full month of service has been completed. Refer to the relevant CBA for information on maximum vacation accruals.

## **Housing and Relocation Assistance**

CSULB is committed to recruiting and retaining highly qualified motivated staff and faculty and is aware of the challenges encountered when relocating and finding affordable housing in southern California. For information regarding relocation assistance and affordable housing projects please visit the *Housing and Relocation Assistance* website or call ext. 5-2473.

## **Identification Card Privileges**

The CSULB ID card is an all-purpose card that is required for all students, faculty, and staff. It provides you access to an array of services and products all over campus including: Student/Faculty/Staff ID, Library Card, Beach Club Debit Card, discounts to certain university events, computer labs, copiers, and more. The ID Card Services Office issues original and replacement cards and accepts deposits to Beach Club accounts. The ID Card Services Office is located inside the University Bookstore on the first floor. New employees must bring a completed CSULB ID Application Form from the Office of Payroll Services. You must also present a photo ID. Replacement cards cost \$5.00.

## **Tax-Deferred Annuity and State-Deferred Compensation Plan**

An additional benefit CSULB offers to employees is the opportunity to participate in tax-deferred annuity and state-deferred compensation plans. The Internal Revenue Code provides that under certain conditions, premiums paid by an educational institution toward the purchase of an annuity or deferred compensation for one of its employees will not be taxed as income to the employee in the year in which premiums so paid are earned. When the annuity or deferred compensation benefits are received later, income tax must be paid on benefits at that time.

The CSU offers the 403(b) Tax Sheltered Annuity Program, with investment options available in five Fund Sponsors. The Savings Plus Program administers the 401(k) and 457 Programs. Contact Benefits Services at X-52381.

## **Workers' Compensation and Industrial Disability Leave Benefits**

Workers' Compensation is an employee benefit program that provides income and medical benefits if an employee is injured on the job or becomes ill due to a job-related condition.



Please note that the university is not liable for any injuries incurred as a result of employees who voluntarily engage in recreational, social, or athletic activities that take place at the university but are beyond the scope of an employee's normal work assignment.

For further information regarding Workers' Compensation and Industrial Disability Leave benefits, please contact Workers' Compensation at ext-5-2366.

# Services, Resources, and Activities

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## **Admission, Records, Registration, and Financial Aid**

The Office of Enrollment Services handles all aspects of student admissions to the university, serving both undergraduates and graduates. The office evaluates transfer units and processes all registration and program changes, and administers financial aid programs. Personnel in Enrollment Services are most willing to provide assistance to staff with any of the areas related to applying and enrolling in courses.

The office is located in Brotman Hall (BH), Room 123, and can be reached at extension 5-5471.

## **Alumni Relations**

Located on the first level of the Student Union, Suite 111, Alumni Relations serves as a liaison between the university and its graduates. The office coordinates and presents various programs to the campus and its 270,000 graduates. These programs include Homecoming, Concerts in the Grove, specialized chapter events, and student alumni opportunities. For more information please call extension 5-5252, or visit the [\*Alumni Relations\*](#) website.

## **University Art Museum**

The University Art Museum (UAM), located in the Steven & Nini Horn Center, provides the campus and surrounding community with quality exhibitions in the visual arts year-round; publishes scholarly manuscripts and exhibition catalogues; and presents guest lectures and educational outreach programs designed to reach a broad general public.

The Museum's exhibitions and collections, including the Monumental Sculpture Collection, have brought the

university recognition from both the professional art community and an international public. The Museum has an active membership program offering special events, museum tours, plus national and international travel opportunities.

Museum facilities are available to the campus community for special events, receptions, and meetings. A small fee may be charged to cover Museum security expenses for events after business hours.

For information call the University Art Museum at extension 5-5761 or visit the [University Art Museum](#) website.

## **Audio Visual Services**

Audio Visual Services' primary mission is to support the instructional program. Audio Visual equipment may be loaned to Staff in support of a function. It is advisable to make reservations for the equipment by calling extension 5-2392. Equipment loans for university functions are limited to 24 hours during the Academic Year. Equipment may be rented for summer camps and other revenue-producing programs.

## **Bookstore**

The 49er Shops [University Bookstore](#) offers textbooks for rent or purchase, digital course books, trade and reference books, school supplies, and CSULB clothing and gifts. The Computer Store, located on the upper level of the Bookstore, sells computer hardware and software at educationally discounted prices to all CSULB Faculty, Staff and Students (with valid ID). The Computer Store also sells Apple products including iPads and iPods, other electronics including headphones, and many related electronics and accessories. Customer services available in the Bookstore include an ATM, gift cards, and postage stamps. The ID Card Services office is located inside the Bookstore on the first floor to the right of the textbook aisles.

The Campus Copy Center, located outside the Bookstore at the southwest corner of the building (facing the Psych building and Lot 5), offers full service copying including color copies, course material duplication, transparencies, and fax and shipping services. Self-service copiers are also in additional locations on campus, including the main floor and lower level of the Library.

There are six Convenience Store locations throughout campus that offer a wide variety of snack items, drinks, health and beauty products, school supplies, and test forms:

- Bookstore Convenience Store (south east corner of the Bookstore)
- USU Convenience Store (West Wing of the USU)
- The Beach Hut (between the Library and the AS building)
- Outpost Convenience Store (adjacent to Outpost Grill)
- Brotman Hall cart (by the fountain at Brotman Hall)
- WallStrEAT Café (between the CBA building and the Horn Center)

The University Art Store is located in Fine Arts 3 near the Art Department office. This is a full service Art supply store meeting the needs of CSULB Department of the Arts. An off-campus store, the Beach on 2<sup>nd</sup> Street, also carries CSULB insignia merchandise and gift items. It is located at 5308A East 2<sup>nd</sup> Street in Long Beach and is open evening and weekends.

As a faculty/staff member of CSULB you are entitled to a 10% discount on many items in the University Bookstore with your University ID. You can pick up your ID at the ID office on the main floor of the Bookstore, and you may want to inquire about our Beach Club account. This is a debit system in which you can deposit funds into an account and use your Faculty/Staff ID to make purchases in all areas of

the University Bookstore, Art Store, Beach on 2<sup>nd</sup> Street store, and 49er Shops dining facilities. Only a \$10 opening balance is required.

For more information on all stores and dining services, see [Shop the Beach](#)

## **Career Development Center**

CSULB provides one of the most sophisticated university career planning, cooperative education, and career placement services available. Popular services include individualized career counseling, vocational testing, computer-assisted career guidance, and part-time and full-time job vacancy notices available 24 hours a day through the Internet or a telephone job line.

The U.S. Passport Application Acceptance Office is located inside the Career Development Center. For information, visit [Passport](#).

University staff may use selected services free of charge by presenting their staff identification cards. Employees interested in using any services should contact the Center for a personal assessment. The [Career Development Center](#) is located in Brotman Hall (BH), Room 250, or call extension 5-4151.

## **Child and Family Center**

The Child and Family Center, located in the Department of Family and Consumer Science, is an educational program, which provides training of early childhood professionals in Child Development and Family Studies. The center also provides quality childcare services for CSULB employees and their families.

The Toddler and Preschool classrooms are nationally accredited educational programs for children between the ages of 18 months-5 years. The center is designed to model Developmentally Appropriate Practices from the National Association for the Education of Young Children (naeyc.org), to enhance the developmental skills that are age and

individually appropriate for each child in the group. Twelve full time equivalent children between the ages of 18 months-3 will be enrolled in the Toddler classroom. Twenty-four full-time equivalent children will be enrolled in the Preschool between the ages of 3-5. Children must be toilet trained in the preschool classroom. The center operates Monday through Thursday 7:30 am-5:30 pm, and Fridays 7:30am-5:00pm. A two, three, or five day schedule is offered. All of the University holidays are observed, including a recess in December/January.

For more information regarding the center and programs offered, please contact Jodi Morinaka, M.A. (CFC Director and FCSE Faculty) or Arlene Nelson, M.A. (Assistant Director and FCSE Faculty) at ext. 5-8500.

### **Computer Access**

The university provides an extensive array of computing resources for learning, teaching, and conducting university business. These resources may be accessed from one's university-provided computer or laptop as well as campus computer labs. Selected resources may also be available from your personal computing devices.

An individual's access to CSULB network resources, including the internet, requires an employee network account. The university provides an employee network account upon the request of department and college Administrative Service Managers. A standard employee account provides access to the internet and electronic resources such as department shared files and network printers. Email accounts are automatically provisioned and available within 24 hours after Payroll Services receives official hire documents and enters hiring data into the campus HR system.

### **Dining Services**

49er Shops Dining Services are proud to serve the campus community with a large selection of healthy, sustainable, and

culturally diverse options. The iconic Nugget Grill & Pub is located next to the University Bookstore, adjacent to the University Dining Plaza. Inside the UDP are several establishments, including the Beach Walk Café, Pete's Fresco Grille, and one of our Starbucks units. Our first Starbucks was the first of its kind, changing the face of college culture by transforming the typically quiet library setting into a social hub.

Residential Dining operates three dining halls, Beachside, Hillside, and Parkside, for our on-campus residents, and is open to faculty and staff as well.

Faculty, staff, alumni, students, and guests are welcome to enjoy the Taste of the Chartroom—CSULB's only upscale, buffet-style lunch Monday through Friday. Our resident chefs create a new menu everyday available only at this location. Enjoy your lunch while viewing original artwork by CSULB students with a gorgeous view of the campus. All meals include meat and vegetarian entrees, seasonal soups and vegetables, salad and dessert bars.

If you're planning a breakfast meeting, work luncheon, reception, or formal dinner, Beach Catering is available with an array of menus and decorations to hold your event inside any of the private rooms available at the Chartroom or your department's office/conference room. To book your event, email [BeachCatering@csulb.edu](mailto:BeachCatering@csulb.edu), or call the Catering office at (562) 985-4971 or Chartroom main line at (562) 985-4090.

## **Earl Burns Miller Japanese Garden**

The university and community have been enriched by the Earl Burns Miller Japanese Garden which provides a setting of beauty, simplicity, harmony, and peace. The Garden is an open strolling garden featuring a Zen or Dry Rock Garden, Tea House, koi pond with waterfalls, and other Japanese features. Although no food or drink is permitted in the garden, many employees visit the garden during their lunch break to enjoy the peace and tranquility.

Located on Earl Warren Drive across from parking Lot 16, the Garden is open Tuesday through Friday, 8:00 a.m. to 3:30 p.m., and Sunday, noon to 4:00 p.m. Saturdays are closed to the public for weddings and private events. For more information please visit the [Earl Burns Miller Japanese Garden website](#).

Wedding ceremonies and/or photo sessions may be reserved anytime on a rental basis. Guided tours for groups may be reserved free of charge. Call the Garden for rental fee and reservation information at extension 5-8885.

### **Faculty and Staff Assistance Program**

The [Faculty and Staff Assistance Program](#) (FSAP) is a free, confidential resource to help resolve personal, family, or work-related problems. Services directly provided by FSAP are available by appointment and are no cost.

Confidentiality is carefully maintained. To make an appointment, call 5-7434.

### **Learning Assistance Center**

University staff seeking to improve their general academic skills for personal enhancement or professional development will find several types of learning services available at the Learning Assistance Center (Horn Center, Room 104).

Individuals are encouraged to visit the center. Based on individual interests and/or needs, a Learning Specialist can help visitors determine which resources and support services would be most beneficial.

For more information please visit the [Learning Assistance Center](#) or call extension 5-5350.

### **Lesbian/Gay/Bisexual/Transgender Resource Center**

The [Lesbian, Gay, Bisexual, Transgender Student Resource Center](#) (LGBTSRC) is a student-run center that strives to offer support, outreach, and information to the campus community



regarding lesbian, gay, bisexual, transgender issues. The LGBTSRC is open to any CSULB staff, faculty, or student. For further information call extension 5-4966, visit the Center in FO4 Room 165, or go to *Lesbian, Gay, Bisexual, Transgender Student Resource Center*.

## **Library**

The University Library houses a collection of over 1.4 million volumes and subscribes to over 3,300 journals. It also provides access to the campus community to a much larger number of electronic information resources through its online catalog, *COAST* and the *University Library* web page.

The library's collections of video cassettes (which include many feature films), the LA Times best sellers, audio books, e-books, and audio CDs are all available for borrowing by CSULB staff, as are items from the Library's Masback Science Fiction Collection and Mystery Collection. Staff members receive 120-day loan privileges on books (subject to recall after three weeks if items are needed by others).

The Library Computer Lab provides a large number of workstations with a selection of popular software applications, and printers are available as well.

The library is located at the southwest corner of campus, at 7th Street and West Campus Drive. For detailed information regarding the library collections and services described above, visit the *University Library* website or call extension 5-8472.

## **Lost and Found**

The Lost and Found Department is located at the Shipping and Receiving Department. For more information call extension 5-1579.

## **University Ombuds**

The Office of University Ombuds is an available resource for students, faculty, staff, and administrators for the purpose of problem-solving, mediation, and expression of concerns

related to campus issues. Individuals who wish to resolve issues informally may consult with the Ombuds before formally addressing their problems with the university. The Ombuds works independently as an objective advisor, keeps all matters confidential, and acts as a neutral party in order to ensure a process that is fair and equitable.

The Ombuds advocates for a process of resolving issues informally with integrity and dignity. The Ombuds will not address formal litigation issues, formal disciplinary actions, formal complaints, or grievance hearings. The services provided by the Office of University Ombuds do not compromise or replace university policies or procedures. Discussion with the University Ombuds does not constitute notice to the institution with regard to grievances and formal complaints.

The Office of University Ombuds is located in the CSULB Foundation Building, Suite 140. The telephone number is (562) 985-5983. The office hours are Monday–Friday, from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. However, special arrangements for other meeting times can be made upon request.

You may send e-mail to [ombuds@csulb.edu](mailto:ombuds@csulb.edu), or visit the [University Ombuds](#) website.

## **Club Sports and Recreation**

While our sport and recreation clubs are traditionally available only to students, some are now open to faculty, staff, and community members. The instruction and competition level varies with each club. Clubs and activities open to faculty, staff and community members include Aikido, Badminton, Better-than-Boot Camp, , Capoeira, Fishing, Hip Hop, Jiu-Jitsu, Kung Fu, , the Sailing Association, Shotokan Karate Surfing, Sword, water aerobics, swimming, Stretch & Relax, Tennis, Triathlon, wheelchair basketball, and Yoga.

For additional general information please visit the *Club Sports and Recreation* website at <http://csulb.edu/recsports> or call extension 5-2570.

## **Staff Council**

The Mission of Staff Council is to actively support the role of the university and to develop, maintain, and encourage positive relationships and communications with our campus community, friends, and neighbors. Staff Council serves all staff members at CSULB, including the auxiliaries (CSULB Foundation, Forty-Niner Shops, and the Associated Students). The Council works toward keeping staff informed of and involved in university functions. Staff members are encouraged to participate in Staff Council by becoming a member or by joining one of its committees. Please visit the *Staff Council* website for more information.

## **Staff Human Resources**

*Staff Human Resources* posts open job announcements for staff and management employment opportunities on campus. From the CSULB homepage, click on jobs@thebeach. “On-campus only announcements can be view through MyCSULB, then click on jobs@thebeach. All interested applicants must apply online at *Staff Human Resources*. A completed CSULB application is required of all applicants applying for vacant positions.

Discount movie passes are available to all employees. The Office of Staff Human Resources is located in Brotman Hall (BH), room 335, extension 5-4031.

## **Student Union**

The University Student Union, the heart of the CSULB campus, is an ideal meeting place as well as a central location for eateries and entertainment. With comfortable couches, professional meeting rooms, and exciting recreational facilities, the Student Union serves the entire campus community. For more information, contact the Information

Center at extension 5-4834, or visit the *Student Union* website.

Following is a brief description of some of the facilities and services in the Student Union.

### **Beach Auditorium**

Also located on the first floor, the Beach Auditorium houses a variety of events such as movie sneak-previews, lectures, and cultural showcases. This area is also available for reservations. Call extension 5-5205 for more information.

### **Food Vendors**

Food vendors include Robek's Juice, Coffee Bean Tea and Leaf Co., Carl's Jr., Subway, and El Pollo Loco. Vendors also offer catering services. Contact extension 5-4353 for more information.

### **Games Area**

Relax and watch the latest soaps, talk shows, and sporting events in the television lounge, or challenge a friend to a game of table tennis, billiards, foosball, bowling, or an arcade game. The games area is located on the first floor.

### **Meeting Rooms**

Meeting rooms of all sizes are available for meetings and events. Call extension 5-5205 for information and reservations.

### **Student Union Candy Counter/Photo Center/Ticket Center**

At this all-in-one location you can buy any kind of candy imaginable, balloon orders, and purchase discounted theme park tickets or tickets to CSULB events. Call extension 5-4834 for more information.

### **Theatre Arts Department**

The *Theatre Arts Department* at CSULB enjoys a national reputation as one of the country's finest training centers. The department consists of California Repertory Company, a

professional Equity theatre combining advanced M.F.A. acting candidates with professional equity actors, directors, and designers. The Company performs in repertory from October to May. In addition, our undergraduate program includes a full season of five to six productions a year. Tickets are available to staff employees at a significant reduction. Parking is available directly adjacent to the theaters. Call the Ticket Office at extension 5-7000 for more information.

## **University Police**

The *University Police Department* at CSULB is charged with the responsibility for providing law enforcement and public safety to the university community. The goals of the department are to provide for a secure and peaceful environment, and to promote mutual cooperation and resolution of conflict in establishing a positive social atmosphere in which effective learning can take place.

State University Police Officers are sworn law enforcement officers under California Penal Code, Section 830.2, and in compliance with State statute, meet the peace officer standards and training requirements mandatory for all California law enforcement officers. In addition, State University Police Officers undergo training especially designed to meet the needs and problems of a contemporary university community.

The following services are provided by the University Police Department:

- Traffic control
- Accident investigation
- First aid and transporting sick and injured students to the Student Health Center
- Criminal investigation
- Arrests when necessary
- Patrol by foot and vehicle
- Crime prevention presentations to groups

- Night escort service
- Emergency phone service (phones are located in key campus locations)
- Fingerprinting (by appointment)
- Parking enforcement

The University Police Department is located on Palo Verde Avenue and is open 24-hours a day, seven days a week, including all holidays. For emergencies, dial 9-1-1 from any campus telephone. For non-emergencies or routine business, you may reach the University Police Department at extension 54101.

### **Women's Resource Center**

The *Women's Resource Center* (WRC) is an intellectual, physical, and emotional environment in which women feel supported and safe in identifying and pursuing their goals. In this environment, women are assisted in accessing their educational, professional, and personal growth through a diverse and interactive program of services, advocacy, and education. The Center makes available guest lecturers, visiting women artists, facilitated small discussion groups, seminars, and opportunities to earn academic credit for volunteers and interns. The WRC provides career counseling, classroom contact service, a full library dedicated to women's issues, a women's lounge, advice and guidance, and weekly support groups. For more information, call extension 5-8576.

# Glossary of Commonly Used Acronyms

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ACT	American College Testing
AQMD	Air Quality Management District
ASI	Associated Students, Inc.
ASM	Administrative Services Manager
AWOL	Absent Without Leave
BTR	Budget Transfer Request
CalPERS	California Public Employees' Retirement System
CAN	California Accreditation Number
CB	Collective Bargaining
CBA	Collective Bargaining Agreement
CBEST	California Basic Educational Skills Test
CDFS	Child Development and Family Studies
CFA	California Faculty Association
CMS	Common Management System
CSUEU	California State University Employees Union
CTO	Compensating Time Off
EESL	Examination in English as a Second Language
ELM	Entry Level Math Test
EPT	English Placement Test
FAD	Faculty Assignment by Department
FCSE	Family and Consumer Science Education
FLSA	Fair Labor Standards Act
FTE	Full-Time Equivalent
FTEF	Full-Time Equivalent Faculty
FTES	Full-Time Equivalent Student
GA	Graduate Assistant
GE	General Education
GEGC	General Education Governing Committee
GMAT	Graduate Management Aptitude Test
GRE	Graduate Records Examination
GSI	General Salary Increase
HEERA	Higher Education Employer/Employee Relations Act
IDL	Industrial Disability Leave
KKJZ	Campus-based FM Radio Station

LWOP	Leave Without Pay
MPP	Management Personnel Plan
MSI	Merit Salary Increase
NDI	Non-Industrial Disability Leave
OE&E	Operating Expenses and Equipment
PAF	Position Action Form
PERB	Public Employees Relation Board
PO	Purchase Order
PSI	Performance-based Salary Increase
PTF	Personnel Transaction Form
RFR	Request for Recruitment
RPP	Resource Planning Process
RTP	Retention, Tenure, Promotion
SA	Student Assistant
SARS	Student Attendance Reporting Spreadsheet
SAT	Scholastic Aptitude Test
SEAR	Salaried Employee's Attendance Report
SIS	Student Information System
SOAR	Student Orientation and Registration
TA	Teaching Assistant
TH	Temporary Help
TSA	Tax Sheltered Annuity
VRR	Voice Response Registration
WASC	Western Association of Schools and Colleges
WPE	Writing Proficiency Exam

**Colleges, Offices, Centers, and Programs**

CED	College of Education
CBA	College of Business Administration
CCPE	College of Continuing and Professional Education
CHHS	College of Health and Human Services
CIE	Center for International Education
CO	CSU Office of the Chancellor
COE	College of Engineering
CLA	College of Liberal Arts
CNSM	College of Natural Sciences and Mathematics
COTA	College of the Arts
CPAC	Carpenter Performing Arts Center



EOP	Educational Opportunities Program
FSAP	Faculty and Staff Assistance Program
ITS	Information Technology Services
LAC	Learning Assistance Center
UAM	University Art Museum
UAP	University Academic Programs
USU	University Student Union
WRC	Women's Resource Center

## Online Resources

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*Collective Bargaining  
Agreements*

*MyCSULB*

*University Ombuds*

*Faculty and Staff  
Assistance Program*

*Complaint Resolution*

*Administrative  
Guidelines*

*Leave of Absence  
Request Form*

*Payroll Procedures and  
Forms*

*Clearance Form*

*Staff Training*

*Health Care Benefits  
Program*

*Alumni Relations*

*University Art Museum  
(UAM)*

*Academic Computing  
Services*

*Earl Burns Miller  
Japanese Garden*

*University Library*

*Staff Council*

*Office of Equity and  
Diversity*

*U.S. Passport  
Application Acceptance  
Office*