

California State University, Bakersfield Employee Handbook



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CALIFORNIA STATE UNIVERSITY
BAKERSFIELD



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General Information

Welcome to California State University, Bakersfield

It is our pleasure to welcome you to CSUB. We are privileged to have the opportunity to utilize the particular knowledge, skills and abilities you bring to the campus and are pleased you have chosen to become associated with our University. We look forward to working with you toward the mutual goal of providing an outstanding educational experience for our students as well as an excellent working environment for our employees.

The Employee Handbook has been designed to acquaint you with University policies and procedures and to familiarize you with programs, facilities and services offered by the University. The information in this guide is not intended to be all inclusive but provides an overview of the University and of matters pertaining to University employment.

Questions regarding information contained in this guide should be directed to the Human Resources Office. Any of the information presented here is subject to change without notice. In the event of conflict between information in the handbook and the collective bargaining agreements (for represented employees), the latter will prevail.

We look forward to your contributions toward continued University progress and extend to you a warm welcome.

Lori Blodorn
Associate Vice President, Human Resource Services

California State University, Bakersfield

California State University, Bakersfield (CSUB), is located on an impressive 375 acre site on the western edge of Bakersfield. CSUB began instruction in the fall of 1970 with approximately 800 students, 70 faculty members, and 350 supporting staff.

The primary purpose of the University is to serve students and society by providing superior instruction and an environment that will encourage people in the quest for knowledge and wisdom. The University is dedicated to the preservation, communication, and production of knowledge that will prepare the student to enter a world of change.

To achieve this objective, the University provides conditions of free, independent expression in all fields of study. It is committed to quality educational opportunities. Moreover, it is committed to insuring that each student has access to a right and varied curriculum.

CSUB's academic plan rests on the conviction that an effective university should constitute a community composed of professors and students, with the students learning from each other as well as from the instructors. The academic program is designed to provide a truly unified educational experience.

Staff members can take pride in the knowledge that this institution is making a substantial contribution to the welfare of the University service region covering the counties of Kern, Tulare, Kings, Mono, and Inyo.

Campus Policies and Practices

All HR policies and practices may be accessed at:

http://www.csub.edu/bas/hr/HR_Policies_Procedures/index.html

Affirmative Action/Equal Opportunity

California State University, Bakersfield is an equal opportunity employer and treats employees and applicants equally regardless of race, color, national origin/ancestry (including language use restrictions), marital status, religion, sex (including pregnancy), gender identity and expression, sexual orientation, disability/medical condition, covered veteran status, genetic information, and age (40 or over). In addition, CSU Bakersfield is an Affirmative Action Employer subject to the requirements of Federal Executive Order 11246 and CSU Executive Order 1088.

Harassment Policy

Harassment means unwelcome conduct engaged in because of a Protected Status that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person as limiting an employee's, student's, or visitor's ability to participate in or benefit from the services, activities or opportunities offered by the University.

CSUB is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU and CSUB policy to provide equal opportunity for all

persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and veteran status.

Executive Order 1089 ([click to view](#)) is the CSU Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedures for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties. Employees and Students who violate this policy may be subject to discipline. If discipline is appropriate, it shall be administered in a manner consistent with applicable collective bargaining agreements and/or CSU policies and legal requirements.

Drug-Free Workplace

It is the policy of California State University, Bakersfield to provide a drug-free, healthful, safe and secure work environment. Under the guidelines of the CSUB Drug-Free Workplace policy, employees must, as a condition of employment, abide by the terms of the policy.

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the campus or while conducting University business off campus is absolutely prohibited.

Under the terms of the policy, employees must report to the Human Resources Office, within five days any conviction under a criminal drug statute for violations occurring at the University or while conducting University business.

The University recognizes drug dependency as an illness and a major health problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program as a resource.

Disruptive & Violent Behavior

California State University, Bakersfield is committed to creating and maintaining a safe working, learning, and social environment for all students, employees and visitors which is free from violence, threats, intimidations, hostile acts and disruptive behavior. The University prohibits acts or threats of violence, and any person who commits such acts is subject to disciplinary action, and/or civil or criminal prosecution.

The University has zero tolerance for potentially violent or violent acts against any member of the campus environment, or against any property.

For the purpose of this policy, violence, threats of violence, and other inappropriate behaviors include, but are not limited to:

- ...any act that is physically or emotionally assaultive; or
- ...any threat, behavior or action which is interpreted by a reasonable person to carry the potential of:
 - ...harming or endangering the safety of others;
 - ...resulting in an act of aggression; or
 - ...destroying or damaging property.

Established student, personnel, and public safety procedures will serve as the mechanisms for resolving such situations. Each allegation of these behaviors will be taken very seriously.

Individuals are encouraged to report acts of violence, threats of violence or any other behavior which by intent, act or outcome harms another person or property to the University Police, or to the Office of Risk and Safety Management.

Non-Discrimination Policies and Complaint Procedures

The California State University (CSU) is committed to enforcing and maintaining employment policies and procedures that comply with applicable state and federal nondiscrimination laws and regulations. In compliance with federal and state laws, as well as CSU policies, CSU Bakersfield prohibits discrimination and harassment on the basis of age, disability-medical condition, genetic information, marital status, race, color, national origin, religion, retaliation, sex, gender identity and expression, sexual orientation, and covered veteran status. In addition, retaliation against an individual for filing a complaint of discrimination or in some other way opposing discriminatory practices, or participated in an investigation related to such a complaint is prohibited.

The specific non-discrimination policies and procedures applicable to campus employees are covered by their respective collective bargaining agreements. If the complaint arises from a non-represented employee (e.g. MPP, confidential) or a student from their course of employment, then CSU Executive Order 1089 will apply. In addition, employees may also file complaints with the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunities Commission (EEOC) in accordance with state and federal law.

[Collective Bargaining Agreement Complaint Procedures](#)

Persons who believe they are being or have been subjected to discriminatory acts are encouraged to report such acts as soon as possible. For further information, please contact Claudia Catota, Assistant to the President for Equity, Inclusion, and Compliance at (661) 654-2137 or ccatota@csub.edu. More information can be found here: <http://www.csub.edu/compliance/complaint/index.html>

Sexual Assault Education and Response Policy and Procedures

CSU Bakersfield does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by CSU Bakersfield (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

The Title IX Coordinator for CSU Bakersfield is Claudia Catota, Assistant to the President for Equity, Inclusion and Compliance, located at 9001 Stockdale Highway, Bakersfield, CA 93311. She may be reached at (661) 654-2137 or ccatota@csub.edu. More information on sexual violence prevention and response can be found at: <http://www.csub.edu/compliance/Title%20IX/index.html>

Click here to view specific details of [CSUB's Sexual Assault Education and Response Policy and Procedures](#).

Whistleblower Protection

Executive Order No. 929 establishes procedures for employees and applicants for employment at the CSU to make protected disclosures of improper governmental activities or significant threats to health and safety.

Examples of improper activities by state employees that can be reported are illegal acts like theft, fraud or conflicts of interest; misuse or abuse of state property or time; and gross misconduct, incompetence or inefficiency. Please refer to the complete policy at the following website address: http://www.csub.edu/bas/hr/HR_Policies_Procedures/index.html

Employee Responsibilities

Whether an employee occupies a position involving instruction, administration or support services, the responsibility is the same; to serve our students, the public and each other. While the nature of contact varies according to job assignments, the manner in which an employee's responsibilities are carried out has a significant influence on the entire community at CSUB.

An employee's supervisor is responsible for assigning work, evaluating progress and ensuring compliance with rules, regulations and procedures. In addition to following the specific rules and procedures associated with the job assignment, an employee also has a responsibility to comply with the general rules, regulations and procedures of the University, the CSU system and the State of California. Responsibilities which are shared by all University employees include:

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

Personal Appearance

Although the University is liberal in its dress standard, let your basic good taste be your guide. You will feel better and make a good impression on the many visitors to the campus. Employees are expected to wear clothing appropriate to their work assignments. Campus furnished uniforms and personal protective equipment are to be worn and utilized as directed by the appropriate administrator.

Public Relations

A great many people visit the campus each year, and these individuals form an opinion based on their relationships with us. Some sound principles for rendering service to these visitors are: knowing one's job thoroughly; maintaining a courteous, considerate, and friendly attitude; and acquiring the ability to give complete information in an understandable manner. Each

contact is a significant one, and each relationship reveals the attitude of the University.

Outside Employment

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

Smoking Policy

Effective September 1, 2017, CSU Bakersfield has become a "Smoke-Free" and "Tobacco-Free" campus. According to Executive Order 1108, "smoke free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products, including e-cigarettes, vapor devices, and other like products are prohibited. The order also prohibits the use of smokeless tobacco, snuffs, and other tobacco products. Further information is available on the CSUB Smoke-Free Campus website.

Key Policy

The University Police Department issues keys to employees upon written request from appropriate administrators. Employees must pick up their keys from the University Police Department, and any keys issued to an employee must be returned to the University Police Department upon transfer to a new department or termination of employment. Lost keys must be reported immediately. Employees on leave in excess of 30 days may be required to turn their keys into their supervisor.

Conflict of Interest

No University employee shall vote, make recommendations, or in any way participate in University decisions if such participation constitutes a conflict of interest. This prohibition includes, but is not limited to, personnel decisions that directly affect the employment status, work assignment, or financial interest of any relative.

Solicitations

Solicitations on campus are prohibited, except for the use of the campus web-based "Bulletin Board" and authorized campus-wide charity campaigns. The plaza in front of the bookstore and cafeteria is usually designated for authorized organizations selling items, but sales are prohibited anywhere else on campus. Plaza space must be reserved through the appropriate department. The University reserves the right to approve any items sold on campus.

Use of Campus Telephones

Local calls may be made by dialing 9 + the local number. On-campus calls may be placed by dialing the last four digits of the number.

The University is charged for the use of the telephone through an automatic accounting system. Each department is responsible for calls made from telephones in its area.

Personal long distance calls are not allowed from state telephones unless arrangements are made with the long distance operator at the time the call is placed. The employee is responsible for having the call billed to the caller's home telephone or placing the call "collect."

Telephone calls involving local call measured service and directory assistance should be used only for official business.

Many University employees make extensive use of the telephone on their jobs. Remember that your attitude is conveyed by your tone of voice and the choice of words you use--to the person on the other end of the line, you are the University.

Use of Campus Equipment and Materials

The use of campus equipment and materials shall be reserved for authorized University business. Any off-campus use of these items must be pre-authorized by the appropriate administrator. Any inappropriate use of equipment and materials may lead to disciplinary action, up to and including dismissal.

Use of the Campus Name

No employee may use the name of the California State University to designate any business, social, political, religious, or other organization. In addition, the name may not be displayed in communications with any political, religious, or economic activity. In particular, University stationery may be used only for University business.

Political Activity

State employees have the same rights and privileges as other citizens in regard to political activities. You may take part in whatever political activities you wish, as long as they do not interfere with University employment, use state work time, or inappropriately employ state resources.

Children at the Workplace

In order for the campus to minimize potential injury and disruption of the work environment associated with this occurrence, the University requests children not accompany employees to the workplace. This includes not only scheduled work hours but also any additional work time spent on campus. This practice exists for the benefit of all employees and your cooperation and attention in this matter is appreciated.

Lactation Accommodation Policy

CSUB supports employees who continue to nurse their children after they return to work and is committed to providing a work environment that supports employees' legal rights and medical necessity to express milk in the workplace during the day.

Employees who wish to express breast milk for the employee's infant child while at work have the right to request a reasonable amount of break time for the purpose of expressing milk. Under the Fair Labor Standards Act (FLSA), the University is not required to compensate employees for breaks taken for the purpose of expressing milk. Break time to express milk should run concurrently with any break time already provided to the employee, when possible. Break time for an employee that does not run concurrently with the rest time authorized for the employee shall be unpaid. However, nursing employees using break time for the purpose of expressing milk shall be compensated in the same way other employees are compensated for break time, in accordance with the appropriate collective bargaining

agreement.

Employees who request break time for the purpose of expressing milk shall be provided the use of a location to express milk in private. The location provided to express milk shall:

1. not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
2. be safe, clean, and free of hazardous materials, as defined in [Section 6382](#) of the Labor Code;
3. contain a surface to place a breast pump and personal items;
4. contain a place to sit; and,
5. have access to electricity or alternative devices, including, but not limited to extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

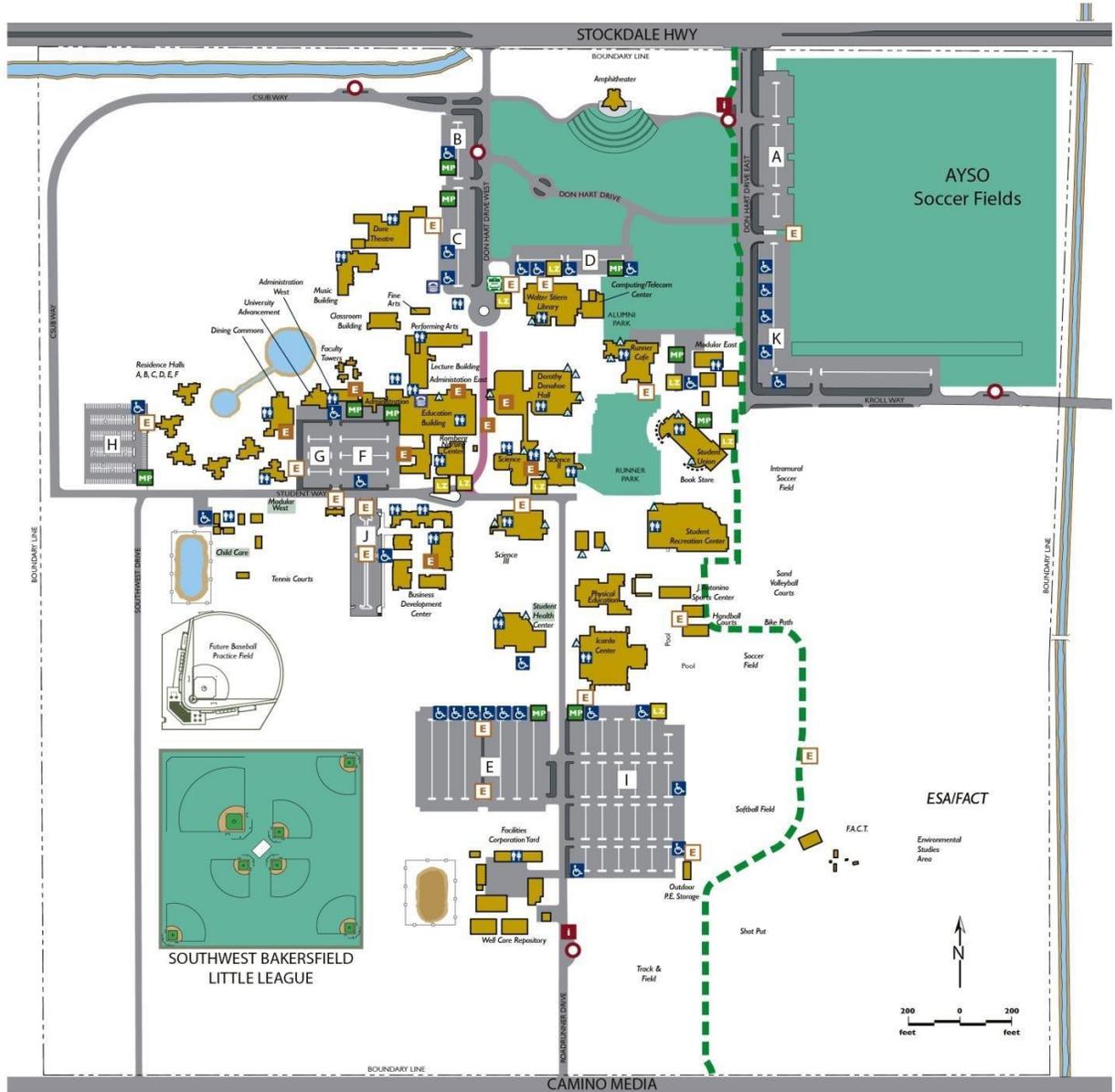
Employees who wish to express breast milk for the employee's infant child while at work shall also have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, another cooling device suitable for storing milk shall be provided by the employer.

Employees must advise the Director of Human Resources Administrator via email of their request for reasonable lactation accommodation for the purpose of expressing milk within 14 days from the expected commencement of the need for lactation accommodation. In the event that lactation accommodation in compliance with this policy cannot be provided, the Director of Human Resource Administration shall provide a written response to the employee submitting the request.

Any questions regarding lactation accommodation for employees should be directed to Tina Williams, Director of Human Resource Administration, twilliams@csub.edu.

Employees requesting lactation accommodation in accordance with this policy have the right to file a complaint with the Labor Commissioner for any violation of a right under Chapter 3.8 Lactation Accommodation of the Labor Code. Employees may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement. For more information, see <http://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>.

Campus Map

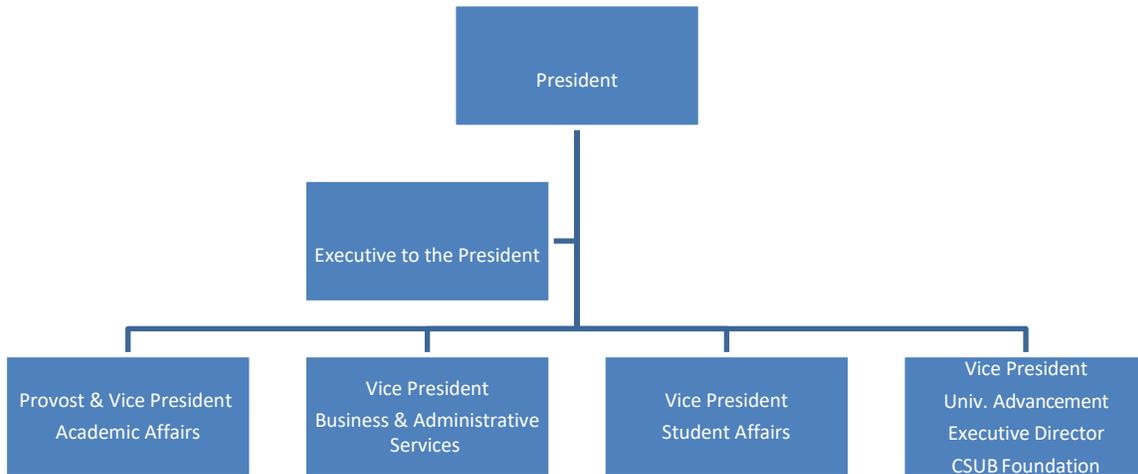


CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Legend

Accessible Entrance	Metered Parking	Emergency Phones (wall mounted)	Emergency Phones (freestanding)
Accessible Restrooms	Permit Dispenser	Accessible Route	Bike Path
Public Telephones with TTY	Information Booth	Bus Stop	
Disabled Parking	Emergency Phones (freestanding)		
Loading Zone			

**California State University, Bakersfield
Organizational Chart**



Please refer to the following website for detailed organizational charts:

[California State University, Bakersfield - Organizational Charts](#)

At the website, click on specific box for a more detailed organization chart of that area.

Conditions of Employment

Selection and Appointment Regulations

All appointments are based on ability and fitness for the position to be filled. Selections and appointments are determined by the procedures specified in CSUB's Policies and Procedures for the Recruitment, Selection and Appointment of Non-Academic and Administrative Employees. It is the University's established policy to select the best qualified applicant.

Appointments are normally made at the beginning of a salary range, with advanced salary appointments possible only upon authorization from the appropriate Cabinet Officer. Advanced-salary appointments cannot be approved unless there is a significant recruitment problem and a person of advanced qualifications is available.

Job Vacancy Announcements

Vacancy announcements for campus positions, except for short-term positions, are posted on the bulletin board outside the Human Resources Office for a minimum of 14 days. Any employee who believes he/she qualifies for a vacant position may apply.

Certain positions may require an applicant to successfully complete a test as one of the job qualifications. The Human Resources Office has information regarding positions that require testing and testing dates. The test results are confidential and are not a part of an employee's file.

New Employee Checklist

- Have you obtained a parking permit? (At the Cashier's Window)
- Have you signed all payroll forms? (W-4, Oath, Designee, I-9 Form, General Info)
- Have you selected a health plan if eligible? (You have 60 days from appt. date)
- Have you selected other voluntary insurance? (Life Insurance, Income Protection, etc.)
- If you will drive a state car, have you obtained a permit to operate state vehicles? (The Office of Safety and Risk will contact you)

Job Line

Information about current staff employment opportunities can be obtained by calling the 24-hour job line at 661/654-2267. This Job Line is updated weekly to reflect all availabilities and filing deadlines.

Job Classifications

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

A position, vacant or occupied, is characterized by certain duties and responsibilities which determine its classification title in accordance with the class specifications approved by the Trustees of The California State University. An incumbent employee does not by virtue of experience, education, length of service, loyalty or seniority determine the classification title. It is the position, not the employee, which is classified. Classification is determined solely by the duties and responsibilities assigned or delegated by the supervisor to the position. A classification title is a definitive designation of an employee's position. A class specification (class standard) is a written description of class duties, responsibilities and qualification standards. The classification of a position is characterized by the duties and responsibilities of a position and the qualification requirements demanded of the position.

Employees are entitled to request a Reclassification Review according to the provisions in the appropriate collective bargaining agreement.

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

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

Permanent/Temporary Employment and Probation

New full-time permanent employees and those who have been promoted or reclassified may serve a one year probationary period according to their classification and in accordance with provisions in the appropriate collective bargaining agreement.

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

Department managers are responsible for recommending permanent status for employees, as well as rejection during probation when such action is necessary. These decisions are subject to higher level administrative review and approval.

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

Some part-time employees may attain permanent status, dependent on the applicable collective bargaining agreement. Once permanency is achieved in a full-time position, an employee may be employed on a less than full-time basis, in the same classification, and

retain permanent status provided there is no break in service.

Performance Evaluations

In the process of receiving supervisory orientation, training and instruction, you will also be made aware of the level of performance expected by your supervisor. Performance evaluations will be conducted periodically to identify areas of good performance, and to assist you in correcting any problems which may be encountered and to keep you informed of your progress. Your ability to consistently improve and demonstrate competency in the performance of your duties will be considered by your supervisor in the evaluation of your continued employment; and whether you should be granted permanent status upon the completion of your probationary period, if applicable.

During the probationary period, performance evaluations are normally conducted at three, six and nine months for employees with one year probation, but may be conducted more frequently, if considered appropriate by the supervisor. Permanent employees receive evaluations on an annual basis.

All temporary employees (with the exception on MPP, C99 & E99) are evaluated one time during the length of appointment. Temporary evaluations are due a month prior to the end date of the appointment. Human Resources sends monthly memorandums to departments listing employees that have an evaluation due.

Promotional Opportunities

Hopefully your current position is proving sufficiently challenging and rewarding to hold your interest, but it is also recognized that you may have personal goals or needs which could prompt you to pursue some other form of University service. Because it is to your benefit, as well as the University's, you are encouraged to develop your skills and abilities as fully as possible to prepare for future promotional opportunities. Training and development are available through University sponsored workshops and the Fee Waiver Program offered through the applicable collective bargaining agreement.

Transfers

Transfers from one position to another are done by the usual employment application process. An employee must complete one application for each vacant position and submit it to the Human Resources Office by the posted deadline. Applications are available at the Information Center outside the Human Resources Office or at the following web site:

[CSUB Job Openings](#)

Reassignment

Employees are subject to reassignment to different positions, in accordance with the provisions in the appropriate collective bargaining agreement.

Nepotism

Human Resources policies of the University do not prohibit employment of more than one member of a family as a staff, faculty, or an administrative employee as long as no employee votes, makes recommendations or in any way participates in decisions about any personnel

matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status or interest of a close relative. Close relative is defined as: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers. Relatives of domestic partners shall be treated as relatives of spouses. Employees must complete a form if two close relatives will work together. This form is available at: [Nepotism Policy](#)

Privacy Rights and Personnel Files

One official personnel file is maintained for each employee in the Human Resources Office. Employees have the right to access, review, and have reproduced, at their expense, materials contained in their personnel files. Employees should contact the Human Resources Office to arrange an appointment to review their files. Personnel files are confidential and only you and officials with specific permission can view your file.

Information Security

CSU Bakersfield needs to collect and use personal information of faculty, staff, students, and various other campus members in several of its business practices, i.e. payroll, financial aid, registration, donors, alumni, etc. It is the responsibility of every CSUB employee, as well as our vendors and contractors, to understand the University's Information Security Policy, programs and plans, and to assist in safeguarding personal and confidential information.

There are various agencies and regulations that govern information security, such as Federal and State laws that address the responsibility custodians have of personal and confidential information, and safeguarding this information. The Campus Information Security Policy lists agencies and regulations governing campus use of personal data.

In order to comply with the various laws and regulations, the campus must have both policies and practices in place that assure personal data is not compromised. Information Security is not just about preventing campus servers from being "hacked" by outsiders. Information Security is a holistic process that begins with all employees and campus members including vendors and contractors, to have an understanding of their roles and responsibilities in safeguarding campus data. Information Security includes people, processes, and technology.

CSUB Policies may be found at: <http://www.csub.edu/its/infosecurity/index.html>

CSU Information Security Policies may be found at:

[CSU Confidentiality/Protection of Personal Data](#)

(navigate to Employee Resources > Employee Policies and Programs (Systemwide) > Confidentiality/Protection of Personal Data)

Attendance

Attendance Policy

The University depends upon all of its employees to fulfill its mission of serving the students and community. In order to do this, all employees are required to consistently demonstrate good attendance practices. Consistent and gross failure to demonstrate good attendance will be cause for disciplinary action.

Absence Reporting Procedures

Your supervisor will provide instructions for reporting absences according to procedures established by your department. Unforeseen absences due to illness, an emergency or other uncontrollable circumstances must be reported immediately, along with an indication of when you will be returning to work. Planned absences must be arranged in advance and approved by your supervisor. It is campus policy that a doctor's note authorizing your return to work must be presented to your supervisor and the Office of Human Resources upon your return for any absence in excess of five days.

Absent without Leave Policy (AWOL)

All absences are subject to supervisory approval. Employees are considered "absent without leave" if on any day or during any period of absence they have not sought prior approval. An absence without leave for five working days or more constitutes a voluntary resignation and, in the absence of mitigating circumstances, automatic separation from University service could result.

Working Conditions

The University operates under the guidance of the Board of Trustees of the California State University.

The Higher Education Employer-Employee Relations Act (HEERA) provides that wages, working hours and terms and conditions of employment are to be negotiated between the Board of Trustees and the collective bargaining agent elected to represent employees in units determined by the Public Employment Relations Board (PERB).

Work Schedule and Hours

Most departments and offices maintain business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday with one hour off for lunch and employees are scheduled accordingly. During the summer months, the campus may work a different schedule. There are some exceptions which require shift work, including departments which operate 24 hours per day, seven days per week.

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

Rest and Meal Periods

Rest breaks and meal periods are outlined in the Industrial Welfare Commission Orders as well as the collective bargaining agreement covering the employee and are arranged by the supervisor. Meal periods are normally a maximum of one hour within an 8-hour work period. Breaks for employees are normally a maximum of 15 minutes during a 4-hour work period. Part-time employees and those who may work a 10-hour day receive rest breaks which are equitable in relation to those of other employees. The time allowed for rest breaks is not cumulative.

Parking Regulations

Paid parking is required at all campuses in the California State University system. Employees may purchase parking permits at the beginning of each semester/summer session, or eligible employees may purchase a permanent year-round permit through payroll deductions. General daily permits are available from machines located at the campus entrances. Parking regulations are enforced whenever the University is in session, and parking violations will be cited.

Wage and Salary Administration

Payday - Pay Periods

State employees are paid once a month, normally at the end of the month. Actual payday schedules are posted at the [Office of Human Resources home page](#) under "Quick Links - Pay Dates/Direct Deposits Calendar".

Positive attendance (hourly) personnel are paid on the 15th of the month (approximately) for the prior month.

Salary Ranges, GSIs, SSIs and PBSIs

All classifications have a pay range. Depending on your classification, your range may have steps or be an open range. Generally, there are three types of pay increases available to employees:

1. General Salary Increases (GSIs) - these are the annual cost of living raises that are negotiated between the Trustees of the CSU and the various bargaining units.
2. Service Salary Increases (SSIs) - these are annual raises that are available in various bargaining units based on length of service and satisfactory performance. The percentage of these increases are negotiated between the Trustees of the CSU and the various bargaining units. SSI increases may occur between the minimum and the SSI maximum of the salary range.
3. Performance Based Salary Increases (PBSIs) - these increases may be available on an annual basis for employees who consistently exceeds their supervisor's expectations. A PBSI may be received by an employee for employees who consistently exceeds their supervisor's expectations. A PBSI may be received by an employee whose salary falls between the minimum and PBSI maximum of the range for that particular classification. This type of increase is negotiated between the trustees of the CSU and the various bargaining units.

All increases are subject to the terms of the applicable Collective Bargaining Agreement and available funding. Refer to the specific Agreement for the terms that apply to your unit and classification.

Pay Plans

Some employees in certain classifications may work for 10 or 11 months (with the approval of their supervisors) and have their salaries spread over 12 months. This is a plan under which 10 or 11 months of service, plus one or two months off, constitutes a year of service toward the attainment of permanent status, merit salary adjustment and retirement. The University's portion of health insurance premiums and retirement contributions also continue through the full 12 month period. For further information, contact the Human Resources Office or consult the appropriate Collective Bargaining Agreement.

Overtime and Compensating Time Off

Non-exempt employees may be required to work overtime, on occasion, when it is absolutely necessary. However, overtime work is not expected of an employee unless it is assigned by the supervisor and under no circumstances may work be performed on an overtime basis without proper authorization. Overtime is defined as authorized time worked in excess of forty (40) hours in a seven (7) day period. Overtime shall be compensated in cash or in Compensatory Time Off (CTO) as determined by the supervisor. If overtime should be needed, the supervisor will obtain the administrative approval necessary to issue the assignment and ensure that the employee receives any overtime compensation to which they may be entitled. Exempt employees do not receive compensation for overtime.

The method for computing overtime and the compensation for overtime depends on the position classification and appropriate governmental regulations. The employee's supervisor will provide further details when necessary. Generally, managerial, administrative and professional employees are not eligible for overtime compensation.

Shift Differential

Some staff employees working other than the normal 8 a.m. to 5 p.m. shift could be eligible for extra compensation. Shift differentials are paid to employees in certain classifications who are assigned to either the evening or night shift. Employees should check with their supervisor or the appropriate Collective Bargaining Agreement for more information concerning eligibility for a shift differential.

Payroll Deductions

Payroll deductions may be: (1) required by law; (2) made at your request; or (3) made when you are absent from work without authorization.

Deductions required by law are made for:

- Federal withholding income tax.
- State withholding income tax.
- Retirement contributions.

- Federal OASDI (Social Security).
- Absences for which you have no leave credits.
- Legal garnishments.

Voluntary deductions may be:

- Premiums for various insurance plans.
- Purchase of United States Savings Bonds.
- Membership dues in employee organizations.
- Tax Sheltered Annuities - Deferred Income.
- Contributions to charitable organizations.
- Credit Union savings or loan payments.

An Employee Action Request Form (EAR) should be filed with the Human Resources Office if there is a change in marital status, name, address or tax withholding changes, such as exemptions.

Payroll Direct Deposit

Through the Direct Deposit program, an employee can elect to have pay warrants automatically deposited into a savings or checking account at the financial institution of their choice. Enrollment in the program is open to all faculty, staff, and student employees. Eligible employees may enroll at any time. Contact the Human Resources Office for information and specific enrollment procedures.

Vacations and Holidays

Vacations

Vacation time is earned at the following rate for full-time employees. Employees working less than full-time earn vacation time on a pro-rata basis.

<u>Service Requirements</u>	<u>Hours/Month</u>	<u>Days/Year</u>
1 month to 3 years	6-2/3	10
3 years, 1 month to 6 years	10	15
6 years, 1 month to 10 years	11-1/3	17
10 years, 1 month to 15 years	12-2/3	19
15 years, 1 month to 20 years	14	21
20 years, 1 month to 25 years	15 1/3	23
25 years, 1 month and over	16	24
Administrators, confidential employees	16	24

Vacation Accrual Maximums

Unit 1

Less than 10 years service—272

More than 10 years service—384

Units 2, 5, 7 & 9

Less than 10 years service—320

More than 10 years service—440

Unit 3 (if applicable)

Less than 10 years service—320

More than 10 years service—440

Unit 4

Less than 10 years service—320

More than 10 years service—440

Unit 6

Less than 10 years service—272

More than 10 years service—384

Unit 8

Less than 10 years service—272

More than 10 years service—384

Confidential

Less than 10 years service—384

More than 10 years service—440

Management

Less than 10 years service—384

More than 10 years service—440

The University observes approximately 13 paid holidays per year, with a campus schedule of holidays being issued each calendar year. Most offices of the University are closed on holidays except when those holidays fall on days in which classes are in session. In addition, each employee shall be entitled to one Personal Holiday per calendar year. The employee must take the Personal Holiday before the end of the year or it will be forfeited. Refer to: <http://www.csub.edu/BAS/hr/> and view Quick Links – CSUB Holiday Calendar.

Leaves

Sick Leave

Full-time employees are granted one day of sick leave credit following completion of each qualifying pay period of state service. A qualifying pay period means a monthly pay period which the employee is in pay status for eleven (11) work days or more. For faculty employees, the time worked in a pay period must be equal to or greater than one-half (1/2) the number of academic work days in that period. In the same manner, part-time employees are allowed sick leave credit on a pro-rata basis. There is no limit on the amount of sick leave credit that an employee may accumulate. While no payment is made for unused sick leave upon leaving the University's employment, under certain conditions it is transferable to other state agencies and can be credited toward years of service for retirement purposes. The appropriate collective bargaining agreement should be consulted for specific guidelines relative to sick

leave usage and accrual. Sick leave may be taken under the following conditions:

- Illness or injury
- Exposure to contagious disease
- Dental, eye, other physical or medical examinations or treatment by a licensed practitioner.
- Illness or injury in the immediate family when family care is primarily for emergency situations. Up to five days of accrued sick leave credit may be used for family care during any one calendar year, with additional time subject to supervisory approval and contractual provisions.
- Death of a person in the immediate family. (up to five days in each instance)
- Childbirth or disability related to pregnancy.

Personal Leave without Pay

A probationary or permanent staff member may request a leave of absence for up to one year in accordance with applicable collective bargaining agreement. A leave may be extended for one additional year upon appropriate approval. This is a privilege and can only be granted when supported by documentation from the employee and is recommended and approved by the supervisor and approved by the appropriate Cabinet Officer.

In most instances, before granting a leave of absence, an employee must have completed one year of full-time employment. The leave of absence will not normally begin until all vacation credits and CTO have been depleted; and in the case of a leave for illness, all sick leave credits accumulated must also be depleted. The appropriate collective bargaining agreement should be consulted for specific guidelines relative to leaves without pay.

While on a leave of absence, it will be the responsibility of the employee to make arrangements for direct payment of any payroll deductions they might have (e.g., medical insurance, credit union). Vacation and sick leave credit cannot be accrued while on leave status. Time on leave status will not count toward an employee's merit salary adjustment, length of service for vacation accrual, seniority credit, probation period or service credit for retirement.

Family Medical Leave (FML)

Following the completion of at least one academic year or 12 months of service in the 12-month period preceding a requested leave, an unpaid family-medical leave may be granted for the following purposes:

- The birth of a child;
- The placement of a child with an employee for adoption or foster care;
- To care for the employee's spouse, child or parent who has a serious health condition; or
- Because of a serious health condition that prevents the employee from performing one or more of the essential functions of his/her position.

FML is limited to 12 work weeks in a 12-month period. This type of leave guarantees the employee time off from work and a right to return to the same/comparable position. If such leaves are foreseeable, the employee must provide reasonable advance notice of the need for such a leave. In the case of a leave due to a serious health condition (either the employee,

employee's spouse, parent, or child) employees may be required to provide medical certification.

During the period of unpaid FML, the CSU will continue to pay its portion of your medical, dental and vision premiums. An accounts receivable will be established for any employee premiums required during this 12-week period. Employees will be required to utilize all accumulated vacation and CTO leave credits prior to the commencement of the unpaid leave, unless otherwise stated in a collective bargaining agreement. Any paid leave for a qualifying purpose is also counted toward the 12-week FML limit. Accumulated sick leave credits may be used as mutually agreed upon by the employee and the appropriate administrator. Other than for pregnancy/ childbirth, FML will run concurrently with other types of leaves or disability programs. Further information is available in the Human Resources Office.

Pregnancy Disability Leave (Government Code § 12945)

Employees who are disabled due to pregnancy, childbirth or related medical conditions, are eligible for up to 4 months of unpaid pregnancy disability leave, depending on the period of actual disability. This type of leave guarantees the employee time off from work and a right to return to the same/comparable position. If such a leave is foreseeable, the employee must provide reasonable advance notice of the need for such a leave. Employees are not required 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. Employees on Pregnancy Disability Leave will be eligible to continue their medical/dental/ vision insurance coverage(s) under the same terms and conditions as would apply to any other personal leave without pay program. Sick leave credits may be utilized during this period of incapacity. Pregnancy Disability Leave will run concurrently with other types of leaves or disability programs, excluding Family-Medical Leave. Further information is available in the Human Resources Office.

Maternity/Paternity/Adoption Leave (Education Code 89519)

Permanent employees are eligible for up to 12 months of unpaid leave, upon written request, for the purpose of preparing for the arrival of a new infant, and/ or the care of a new infant. This leave shall run concurrently with other types of leaves or disability programs. Some types of paid maternity/paternity (as defined in the Collective Bargaining Agreement) leaves are also available. The appropriate collective bargaining agreement should be consulted for specific guidelines relative to maternity/ paternity/adoption leave programs.

Catastrophic Leave Donation Program

This program allows any employee who accrues vacation or sick leave credits to voluntarily donate either of those credits to another employee on the same campus. To qualify, the recipient employee shall have exhausted all accrued leave credits, i.e., vacation, sick, CTO and personal holiday, due to a catastrophic injury or illness that has totally incapacitated the employee from work for at least 30 days. Donated leave credits may be used to supplement Industrial Disability Leave, Nonindustrial Disability Leave or Temporary Disability payments upon the approval of such benefit(s) 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. In accordance with provisions in the appropriate collective bargaining agreement, employees

may voluntarily donate a maximum of 40 hours of leave credits per fiscal year in increments of one hour or more. Further information is available in the Human Resources Office.

Bereavement Leave

Upon request to the Appropriate Administrator, an employee shall be granted five (5) days of leave of absence with pay for each death of an immediate family member or significantly close relative. Refer to the appropriate Collective Bargaining Agreement to define "immediate family member" or "significantly close relative."

Military Leave

Emergency, temporary or indefinite military leave shall be granted to eligible employees in accordance with state and federal law. The original or a photo static copy of the military orders must accompany the leave request for an employee to obtain military leave. If the employee has been employed continuously in a full-time position with the State for over one year, he/she can receive his/ her regular pay for the first 30 days of his/her military service. Further information is available in the Human Resources Office.

Jury Duty

Time off with pay is granted to an employee absent from work for jury duty. An employee who is scheduled for jury duty should notify the supervisor in advance. Time off for jury duty is recorded on the Absence and Additional Time Worked Report, and a copy of your jury summons should be attached to the Absence and Additional Time Worked Report.

Benefit Eligibility

Eligibility Information

California State University, Bakersfield offers a comprehensive package of health insurance programs for eligible employees. An employee appointed to work at least half-time (.50) or more, with an initial appointment duration of more than six months (six months and one day) is eligible to participate in one of the health plans sponsored by the CSU. Tenure and Tenure-Track Faculty employees are eligible for benefits when appointed to at least half-time (7.5 WTU's or greater) with an initial appointment duration of more than six months (six months and one day). Temporary faculty employees must have at least an initial semester appointment.

You have 60 days from the date of the initial eligible appointment in which to enroll in a medical plan and/or dental plan. After that 60-day period, an employee has the opportunity to request enrollment either as a "Special Enrollment" or "Late Enrollment" event. Late Enrollment would require a 90-day waiting period for coverage to become effective. Special Enrollments are usually effective the 1st of the month following submission of your enrollment form to the Human Resources Office. Please see the Human Resources Office for further information regarding Special or Late Enrollment events. Employees who enroll and wish to change from one plan to another may only do so during the annual Open Enrollment Period.

After 60 days, enrollment will be allowed only during the annual Open Enrollment Period. A change in the employee's family status (i.e., birth, marriage, death, adoption) should be reported to the Human Resources Office within 60 days to avoid possible delays in benefit effective dates.

Medical Benefits

The University currently offers several medical plan options which provide comprehensive benefits such as hospital, surgical, physician, prescription, x-ray, mental health, drug/alcohol rehabilitation and emergency services. There are two different types of plans from which to choose:

Preferred Provider Organization (PPO)/Indemnity

These plans require that a deductible be met before plan benefits are payable. The PPO contracts with specific doctors and hospitals in certain areas of the state, but allows you to visit any doctor you choose. When utilizing contract providers, the plan pays a higher benefit than when non-contracting providers are used. The PPO plans have no geographical restrictions.

Health Maintenance Organization (HMO)

These plans reduce out-of-pocket expenses, often with no deductibles and low co-payments, and claim forms are not required. All services must be received from contracting physicians and hospitals or solely owned facilities. Worldwide emergency services are covered. You must reside in geographical locations within the service area of the plan you choose.

The state contributes a substantial amount towards the employee's monthly premium, based on the number of family members enrolled in the plan. Premiums that exceed the State's contribution are paid by the employee through payroll deduction. Premiums, benefits and state contributions may change annually. Specific information on each plan is available in the Human Resources Office.

Dental and Vision

Dental Benefits

The University offers two types of dental plans, a fee for service plan and a managed care plan. Currently, there is no monthly premium cost to the employee for either plan.

- Fee For Service - This plan allows you to choose your own dentist and you pay a percentage of the charge based on the type of services performed. This plan is also subject to a deductible which must be paid prior to some services being performed.
- Managed Care - This dental plan requires you to select from a network of contracted participating dentists. If you require specialty care, your primary dentist will refer you

period (unless hospitalized) prior to the payment of NDI benefits. The use of vacation credits is optional and may be used to extend normal salary during the period of disability. The maximum disability benefit period is 26 weeks per disability and the amount of the benefit will vary according to employment status and/or collective bargaining unit. Eligibility for NDI benefits is based on PERS membership, time base and length of appointment. Further information is available in the Human Resources Office.

Life/Accidental Death and Dismemberment Insurance

Employees in certain bargaining units will receive term life insurance and accidental death and dismemberment insurance at no premium cost. There is no supplement or dependent coverage. Eligibility for these plans is the same as those for health, dental and vision insurance. Further information is available in the Human Resources Office.

Long-Term Disability

Long-Term Disability insurance is available for eligible management, supervisory and faculty employees. The employer-paid plan is designed to guarantee a level of income if you are unable to work due to disability. The plan provides 66 2/3% income replacement up to a maximum benefit of \$6,667 per month (based on \$10,000/month earnings). No benefits are payable during an initial waiting period of 180 days of continuous disability. This benefit is considered taxable income to the employee upon receipt. Further information is available in the Human Resources Office.

PERS Death Benefit

There are death benefits payable to the beneficiary of active PERS members who die before retiring. Should death occur while actively employed, the beneficiary will receive \$5,000 life insurance, 50% of the employee's annual compensation earnable in the 12 months preceding death, and the employee's retirement contributions with interest. Special benefits apply to an employee who was eligible for retirement at the time of death. Further information is available in the Human Resources Office.

Voluntary/Misc Benefit Programs

Tax Advantage Premium Plan (TAPP)

The TAPP program allows employees to pay required medical plan premiums on a pre-tax basis. Enrollment in the plan is automatic. Should you choose not to participate you must notify the Human Resources Office. The IRS restricts changes to the plan after initial enrollment. Changes or cancellations can only be made during the annual Open Enrollment period. Specific information is available in the Human Resources Office.

FlexCash Program

FlexCash is an optional program that allows eligible employees to waive enrollment in a CSU medical and/ or dental insurance plan in exchange for additional cash in your monthly paycheck if you have other non-CSU coverage. If you cancel your existing CSU medical

and/or dental plan(s), you will also receive additional cash in your paycheck each month. You may enroll in the FlexCash program at the time of your initial eligibility or during the annual Open Enrollment period. You may make changes during the plan year only if you have an allowable change of family status (i.e., birth, marriage, death, adoption). More detailed information and enrollment forms are available in the Human Resources Office.

COBRA - Group Continuation of Health Plans

Employees and/or their family members who lose health, dental or vision insurance coverage due to certain qualifying events are eligible to purchase continued insurance coverage for 18 to 36 months after loss of coverage. Qualifying events include:

- Termination of employment for reasons other than gross misconduct
- Employee reduction in time base
- Death of employee
- Dependent child reaching age 23
- Marriage of dependent child

Employees or eligible family members are responsible for notifying the Human Resources Office within 60 days of the occurrence of any of the above events, other than a dependent child reaching age 23. An administrative cancellation will be processed for that occurrence.

Health Care and Dependent Care Reimbursement Programs

These programs allow eligible employees to pay for certain health care and dependent care expenses through pre-tax payroll deductions. A selected amount is deducted from the employee's salary each month, and held in a special account until the employee incurs an eligible expense and files a claim for reimbursement. Strict IRS rules govern these tax-free reimbursement accounts. Employee may only enroll in this pre-tax program during the first 60 days of employment or during the annual Open Enrollment period. Further information is available in the Human Resources Office.

Miscellaneous Voluntary Insurance Plans

A variety of voluntary group insurance programs including: term and universal life, disability, accidental death and dismemberment, cancer reimbursement, automobile, homeowners and renters insurance are available. These are payroll deductible and offered at group rates. More detailed information and enrollment forms are available in the Human Resources Office.

Workers' Compensation

All University employees are covered by Workers' Compensation insurance if an illness or injury occurs due to employment. Workers' Compensation has two purposes: to provide injured workers, and those who depend on them, a means of support when they are unable to work due to a job-related disability, and to bring about prompt recovery. The cost of this protection is paid by the employer.

All work-related illnesses or injuries must be reported immediately by the employee and his/her supervisor. The employee must fill out the “Employee Claim Form” to initiate a Workers’ Compensation claim. The supervisor is responsible for informing the Human Resources Office through the “Supervisors First Report of Injury Form.” This form must be completed and filed in the Human Resources Office within 24 hours of the incident. All medical care required must be provided by the CSUB Health Services Center, unless the employee has provided the Human Resources Office, prior to injury, with a written notification designating a personal physician. Information pamphlets which detail employee rights, responsibilities and benefits are available in the Human Resources Office. Complete process and procedure information is available at:

<http://www.csub.edu/BAS/hr/WorkersComp/index.html>

Unemployment Insurance

All University employees are covered by Unemployment Insurance and may file a claim for benefits upon separation from University service. Eligibility to receive benefits is determined by the State of California Employment Development Department.

Retirement and Long Term Savings Plans

Public Employees Retirement System (PERS)

All employees appointed full-time for more than 6 months contribute to the Public Employees Retirement System (PERS), with the employee making monthly retirement contributions through payroll deduction. The State contributes a substantial percentage based on your gross monthly salary. The formula used in calculating the employee’s contribution is 5% of earnings in excess of \$513 per month.

Example: Employee’s Salary \$1513.00

$$\begin{array}{r}
 \$1513.00 \\
 - \quad 513.00 \\
 \hline
 = \quad \$1000.00 \\
 \quad \quad \quad \times 5\% \\
 \hline
 = \quad \$ 50 .00 \text{ contribution}
 \end{array}$$

Your contributions cannot be withdrawn until separation from the University or retirement. Employees who leave the University may leave their contributions on deposit to gather interest or request a refund. The State’s contribution is not refundable. Employees may retire under service provisions of PERS after reaching age 50 with at least five years of service credit, or in the event of an injury, may retire under disability provisions. The application for retirement should be completed at least 90 days in advance of the retirement effective date. As a service to its members, PERS will calculate an estimated retirement allowance upon written request. Detailed retirement information, applications and forms are available in the Human Resources Office.

Pre-Tax Savings Plans

As a California State University employee you have three voluntary retirement savings plans available to you, which allow you to invest pre-tax dollars to provide an additional source of income at retirement. These programs may also result in reducing federal income tax liability.

They are:

- The CSU 403 (b) Tax Sheltered Annuity Program
- The Savings Plus 401 (k) Thrift Plan
- The Savings Plus 457 Deferred Compensation Plan

You may participate in any or all of the plans. Each is governed by a different section of the IRS Code resulting in different rules and provisions.

Information on the CSU 403 (b) Tax Sheltered Annuity Program can be found at <http://www.calstate.edu/hr/benefitsportal/>

Information on the Savings Plus Plans can be found at: <https://www.savingsplusnow.com/>

Employees are encouraged to choose a qualified financial advisor to assist in determining which program best suits your investment needs.

Part-time, Seasonal and Temporary Employees Retirement Program (PST)

Federal law requires that public employees who are not members of a retirement system be covered either with a qualified retirement program or by Social Security. This requirement applies to CSU employees who are excluded from participation in PERS because they work less than one half-time, are seasonal or are employed on an intermittent or temporary basis. Employees who are employed by other public agencies contributing to PERS do not participate in any retirement plan at CSUB, along with other exempted categories. Further information on eligibility can be obtained from the Human Resources Office. Proof of enrollment/exemption must be provided to payroll to avoid automatic enrollment in the PST Retirement Program.

PST Retirement Program

This is a deferred compensation plan established and maintained under Section 457 of the Internal Revenue Code, administered by the Department of Personnel Administration. The monthly required contribution is 7.5% of pre-tax salary. Income taxes are deferred on both contributions and earnings until the money is withdrawn. Employees will receive annual account statements.

Social Security Benefits

Deductions for Social Security are based on a percentage of annual earnings. These contributions are mandatory and provide for retirement, survivor and disability benefits, with an allowance going to a trust fund for Medicare. Both the rate of contribution and the amount of annual earnings subject to the rate are increased periodically. More specific information on the contribution rate is available by contacting the Payroll Office. Employees who are retiring should contact the Social Security Office approximately 90 days prior to the retirement date. Additional information and forms are available in the Human Resources Office.

Savings Bonds

U.S. Savings Bonds are available through payroll deduction. Any employee may authorize monthly deductions from his/her salary or wages for the purchase of U.S. Savings Bonds, Series EE. The smallest denomination bond through payroll deduction is \$100.00 (\$50 purchase amount). You must complete a Savings Bond authorization form which is available at the Human Resources Office.

Health and Safety

Emergencies

Use any campus telephone (do not use pay phones) to dial 9-1-1 for emergencies requiring police, fire or medical assistance. Your call will be answered by the University Police dispatcher. On their terminal, the number of the telephone you are calling from will display and they will be able to ascertain your exact location. Remain calm, explain the problem and give the location of the emergency. Do not call off-campus resources yourself -dial 9-1-1. Any and all decisions concerning the calling of off-campus resources will be made by the University Police Department.

First Aid

The Student Health Center provides emergency and first aid care to staff, faculty and visitors on campus. If an injury or sudden illness occurs when the Student Health Center is closed, the University Police Department should be notified, dial 2111 or 9-1-1.

The University maintains a force of sworn Police Officers who have full California Peace Officer powers under Section 830.2(e) of the California Penal Code. Officers are responsible for all law enforcement on campus.

Employee Safety Regulations

Safety is everyone's business. It is a basic responsibility for all of us to make the safety and health of faculty, students, staff and visitors a part of our constant concern. This responsibility must be accepted by all of us who conduct the affairs of the University, no matter in which capacity we may function.

California State University, Bakersfield, in recognition of its responsibility, has issued the following policies to be followed during the work day:

- Make the environmental health and safety of faculty, staff, students and visitors the highest priority.
- Give environmental health and safety precedence over expediency or shortcuts.
- Comply with all applicable state and local legislation pertaining to fire hazards, accident prevention, and safety of work conditions.

State Vehicle Regulations

All state employees are required to attend a Defensive Driver training course before they are authorized to operate state vehicles or claim mileage for operating a privately owned automobile. Defensive Driver training ensures that employees are aware of defensive driver

techniques and are informed of applicable changes in the California Vehicle Code.

Employees also are required to possess a valid California driver’s license and to have a good driving record, as verified by a report from the Department of Motor Vehicles, before the Defensive Driver training certificate is issued. Employees will be notified by the office of Safety and Risk Management regarding this requirement.

Collective Bargaining Policy

The University has an interest in the development of harmonious and cooperative labor relations between the University and its employees. It is University policy to neither encourage nor discourage the organization of employees or the selection by employees of persons or organizations to represent them in their employment relationship with the University.

Employee organizations have traditionally offered a variety of benefit programs for their members, particularly insurance plans. Although some of these plans are payroll deductible, the University does not provide supervision or administration for these plans, so enrollment or other participation is a matter between you and your association. Inquiries about these various plans should be referred to the sponsoring employee organization.

The Public Employment Relations Board has authorized the following units for collective bargaining purposes. The units group together employees who are considered to have an internal and occupational community interest.

- Unit 1.Physicians
- Unit 2.Health Care Support
- Unit 3.Faculty
- Unit 4.Academic Support
- Unit 5.Operation Support Services
- Unit 6.Skilled Crafts
- Unit 7.Clerical/Administrative Support Services
- Unit 8.Police
- Unit 9.Technical Support Services
- Unit 10.....Operating Engineers (Maritime Academy)
- Unit 11.....Academic Student Employees

Listing of specific classifications included in each unit may be found in the Memorandums of Understanding or in the negotiating proposals located in the Human Resources Office.

Employee Membership Organizations

An Employee has the right to join or to refrain from joining any recognized union, employee organization, or association. You may also resign from such an organization at times designated by the labor agreement. However, if you are an employee whose position is covered by an exclusive representative (union) and are not a registered member of a union to which you pay union dues, you are required by law to pay an agency fee.

Recognized employee organizations may arrange to hold meetings using state university facilities provided such meetings are held outside regularly scheduled working hours and

space is available. Employees are not excused from work to attend organization meetings.

Employees must notify their Union Representative directly in order to cancel payroll deductions for union dues.

Grievance Procedures

An employee who has a potential grievance is encouraged, whenever possible, to resolve it informally with the immediate supervisor. If resolution is not possible on an informal basis, more formal proceedings may be initiated in accordance with provisions in the appropriate collective bargaining agreement. An employee has the right to representation during the grievance process.

Resignations/Terminations

Resignations

Employees are expected to give their supervisors and the Human Resources Office two weeks notice prior to resignation. However, the employee is encouraged to give more than two weeks notice, whenever possible, in order to give his/her supervisor more opportunity to plan workloads, select a new employee, and complete other steps involved in employing a replacement. When an employee has decided upon a definite resignation date, he/she should notify their supervisor and the Human Resources Office, in writing, in order that the necessary separation documents can be prepared. Failure to notify the Human Resources Office may result in a delay in receipt of the employee's final paycheck. Prior to separation, the employee must complete the Checkout and Clearance Form for Separating Employees. This form is available at:

[CSUB Separation Clearance Form](#)

Resigning Employee Checklist

- Does Human Resources have a copy of your written resignation two weeks in advance of your separation date?
- Have you completed a checkout form from available at: [CSUB Separation Clearance Form](#)
- Have you repaid or settled any travel or other pay advance with the Accounting Office?
- Have you turned in your Parking Decal?
- Have you paid all library fines?
- Have you turned in all keys to University Police? (Failure to do so may delay final paycheck).
- Have you returned all University owned equipment? (Office equipment, tools, manuals).

Terminations

According to the Education Code, Chapter 5, Article 2, Section 89535, a permanent or probationary employee may be dismissed, demoted, or suspended for any of the following

reasons:

- Immoral conduct.
- Unprofessional conduct.
- Dishonesty.
- Incompetency.
- Failure or refusal to perform the normal and reasonable duties of the position.
- Conviction of a felony or conviction of misdemeanor involving moral turpitude.
- Fraud in securing appointment.
- Drunkenness on duty.
- Addiction to the use of controlled substances.
- Unauthorized absence without leave.

Notice of dismissal, suspension, or demotion must be in writing and signed by the President or his designee.

Employee Services

Employee Assistance Program (EAP)

The University offers employees an employee assistance program (EAP), which provides free, confidential counseling and referral services. PacifiCare Behavioral Health, an affiliate of United Behavior Health, administers the service. Employees and any members of their household, including dependents living away from home, have 24-hour access to services that cover:

- Emotional well-being: Stress and depression, family matters, domestic violence, grief and loss
- Work issues: Co-worker relationships, job burnout, career planning, performance concerns
- Parenting and child care: Becoming a parent/exploring adoption, child-care options and referrals, parenting skills, strategies for working parents
- Education: School selection, college searches/applications/scholarships, tutoring, school performance, special needs
- Wellness services: Stop Smoking program, Taking Care of Diabetes program, Taking Charge of Depression program
- Legal assistance: Divorce, landlord/tenant conflicts, wills/consumer issues, free 30-minute consultations, referral to legal specialist
- Financial planning: Help with credit reports, debt management, budgeting, dealing with delinquent payments
- Substance abuse and recovery: Alcohol/drug abuse, eating disorders, treatment centers/detox services, support groups/community services
- Resources for seniors: Elder care options and referrals, the aging-process, long-distance care giving, community programs and services.

Contact the EAP at 1-800-234-5465 or view all the services at: www.liveandworkwell.com

Accessibility and Reasonable Accommodations

The policy of CSU Bakersfield is to make its programs, services, and activities accessible to students, faculty, staff, and the general public who visit or attend a campus-sponsored event, with disabilities. This policy is in accordance with applicable state and federal laws including, but not limited to, the ADA, 42 U.S.C. § 12101 et seq.; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 et seq.; and applicable state laws, including but not limited to the California Fair Employment and Housing Act (FEHA), Government Code § 12940 et seq. and Education Code § 67302 and 67310-13.

For employees, accessibility generally includes physical entry into buildings, workstations, and meeting rooms. It also includes accessibility of office equipment, technology, and information communicated electronically and digitally in the course of employment. If there is an issue with accessibility, please inform the Section 504 Compliance Officer/ADA Coordinator, Claudia Catota, Assistant to the President for Equity, Inclusion, and Compliance. Inquiries concerning compliance may be presented to this person at 9001 Stockdale Highway, Bakersfield, CA 93311, (661) 654-2137. More information is available at <http://www.csub.edu/compliance/index.html>

Employees with a disability may request reasonable accommodations that will assist them in carrying out their job duties. Any staff member with a qualified disability may request a reasonable accommodation with the Office of Human Resources. Faculty members may request a reasonable accommodation with the Office of the President (Equity, Inclusion, and Compliance).

RunnerID Cards

The RunnerCard is more than just an ID card. It's your key to security, savings and convenience at California State University, Bakersfield. All students, faculty, and staff receive a RunnerCard; the services are invaluable. CSUB'S RunnerCard is a multipurpose identification card which communicates with a sophisticated computer system. You can purchase meals, sundries, supplies, even make copies with the swipe of RunnerCard. RunnerCard offers more security than cash because lost or even temporarily misplaced cards may be deactivated at no charge, thus protecting your money. RunnerCard is also the campus library card. Carry your RunnerCard daily and conveniently present it every time you need campus services.

Staff and faculty may pick up their cards in the RunnerID Card office. A listing of their hours is available at: [CSUB RunnerCard](#)

Library

Employees of the University have library privileges and may borrow books subject to library regulations. A staff or faculty RunnerID Card will be required.

The loan period for books is four weeks and may be renewed. Books are subject to recall at any time. Periodicals cannot be checked out of the library.

Employees will be billed a replacement charge for materials not returned or renewed after an overdue notice has been sent. All borrowed books and materials must be returned prior to a leave of absence or termination of employment.

Please note that library privileges may be denied if you have outstanding fines and/or if you

have overdue items checked out.

Inquire at the Information Desk in the library for current and specific policies and hours of operations.

Fee Waiver Program

Full-time and permanent part-time employees may take classes each semester defined as either work-related or career development courses, on campus when approved by the Appropriate Administrator and the Human Resources Office. Extension or summer session course fees may not be waived or reduced. Guidelines and procedures for participating in the Fee Waiver Program, Career Development Plan, and forms to be used may be obtained at the Information Center outside the Human Resources Office or at:

[CSUB Fee Waiver Program](#)

Employee Suggestions

The person closest to a particular operation is often in the best position to evaluate, suggest and implement improvement. Employees are urged to consider their positions creatively and where possible, to suggest new ideas, new methods, and new equipment and procedures to reduce time and minimize cost. By so doing, a better and safer working environment is created. Suggestions demonstrate ability, initiative and interest. Please share your suggestions and ideas with your supervisor.

Use of Campus Facilities

Recognized employee organizations may hold meetings in campus facilities if those facilities are available at the time requested. Such meetings should be scheduled at a time when employees are off duty.

Media Services

Employees may also use media services subject to media services regulations. Inquire at Media Services department for more information.

Credit Unions

Employees of the University are eligible to become members of the Kern Schools Federal Credit Union and Safe1 Credit Union (located in the Student Union); Kern Federal Credit Union and Chevron Valley Credit available to Kern County residents. These Credit Unions offer both loan services and savings programs to their members.

Ticket Discounts

Tickets for athletic events, musical and dramatic productions, lectures, and various University activities may be purchased by employees. In most instances, with a University identification card, employees will receive a discount on ticket purchases. Discount cards authorizing reduced admission for many attractions throughout California are available to University

employees. Each attraction offers its own plan, and information as well as discount cards are available in the Human Resources Office.

Cafeteria

The University cafeteria provides hot meals, sandwiches, and hot and cold drinks. Several vending machines are also located on Campus.

Student Union

The Student Union also provides food, as well as meeting rooms that are available for rent.

Conclusion

We hope we have been successful in providing you with some important facts about the University as it relates to you and your employment. If you have any questions or need more detailed information, talk with your supervisor or contact the Human Resources Office.

Changes in campus policy occur periodically and are announced in various forms, such as memoranda's and email announcements. Please note these changes as they occur. As a new member of the campus community, we welcome you and wish you success in the significant and challenging work of the institution.

This handbook serves as a guide for general information regarding employees. It is not a contract for employment nor does it supersede negotiated collective bargaining agreements.