

HUMAN RESOURCES

The Human Resources Department is responsible for administering a variety of personnel related programs that include:

- Labor and employee relations and CSU/campus policies and practices for staff and non – academically related management employees;
- Recruitment and employment of staff and non-academically related management employees;
- Professional development and training;
- Classification, salary administration, and performance evaluation for staff and management employees;
- Employee benefits, retirement, and fee waiver for all faculty, staff, and management employees;
- Workers' Compensation and Disability leaves (transitioning from Risk Management to HR effective December 1, 2008);
- Employee records and employment verification for all employees;
- Human Resources information systems (including PeopleSoft);
- Employee Discipline for staff and non-academically related management employees.

The Human Resources Department website may be accessed at:

<http://www.afd.calpoly.edu/HR/index.html>

The Academic Personnel Department administers personnel matters for all faculty positions, academically related management positions, and academic student employee positions.

Labor Relations

Except for employees covered by the Management Personnel Plan (MPP) and certain employees designated as confidential or excluded, university employees must join and may participate in the activities of employee organizations (unions). Collective bargaining is conducted at the CSU system-wide level and resulting Agreements are applicable to all affected employees. The labor relations program in the CSU is managed by the Chancellor's Office. Their labor relations staff serve as the chief negotiators of the CSU bargaining team and provide on-going consultation and support to the campuses on labor relations matters. The current collective bargaining unions representing Cal Poly employees are:

- Union of American Physicians and Dentists (Unit 1)
Represents Physicians and Veterinarians
- California State University Employees Union (Units 2, 5, 7, 9)
Represents Health Care Support, Operations Support Services,
Clerical/Administrative Support Services, Technical Support Services
- California Faculty Association (Unit 3)
Represents Faculty
- Academic Professionals of California (Unit 4)
Represents Academic Support
- States Employees Trades Council (Unit 6)
Represents Skilled Crafts
- Statewide University Police Association (Unit 8)
Represents Public Safety

United Auto Workers (Unit 11)

Represents Teaching Associates, Graduate Assistants, Instructional Student Assistants

Current collective bargaining agreements may be viewed at:

http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml

Management Personnel Plan (MPP)

Established in 1984, the MPP created an employment program for employees designated as management or supervisory, as defined by the Higher Education Employer-Employee Relations Act (HEERA). An MPP employee does not gain permanent status and serves at the pleasure of the respective appointing authority or campus President.

Information on MPP Program and Policies may be viewed at:

<http://www.calstate.edu/HRAAdm/Policies/mpp.shtml>

Staff and Management Recruitment

Cal Poly uses a web-based, on-line system called "CALPOLYJOBS" for faculty, staff and management recruitments. The technical review and posting of job announcements for staff and non-academic management positions is the responsibility of Human Resources (Academic Personnel is responsible for coordinating faculty and executive level recruitments). After the application filing period has concluded, the hiring department is responsible for reviewing applications, conducting interviews, and submitting a selection recommendation to the appropriate appointing authority for approval. It is campus policy to have a designated Employment Equity Facilitator (EEF) participate in the recruitment and selection process for every staff, management, and faculty search. The primary role of the EEF is to ensure that the interview committee adheres to equal employment opportunity practices during all phases of the search and selection process. The Employment Equity Office (a unit of Academic Personnel) coordinates EEF training and maintains a list of active facilitators.

Before a formal offer of employment may be extended to a staff or management candidate, Human Resources completes a final technical review and approval of all selection/appointment documents to confirm compliance with applicable laws, regulations, contractual provisions, and CSU/campus policies related to employment.

Information about the staff/management recruitment process is available at:

<http://www.afd.calpoly.edu/hr/employment/hiringdepts.html>

Professional Development and Training

Human Resources strives to provide opportunities for leadership, effective supervision, performance management, and positive communication techniques through their professional development and training programs, fee waiver opportunities, and quality improvement initiatives. Administration and Finance supervisory and management staff can enhance their skills with a variety of courses designed to improve individual performance and increase overall productivity through participation in the Professional Series Program.

Information about the professional development/fee waiver program is available at:

<http://www.afd.calpoly.edu/hr/training/index.html>

Classification and Compensation

The CSU uses a systematic job evaluation method for categorizing staff positions based on duties and responsibilities as defined by the CSU Position Classification and Qualifications Standards. Classification standards are developed and maintained by the system-wide Human Resources department in the Chancellor's Office. Although the development and content of classification standards is at the sole discretion of the CSU, the attendant pay ranges for each classification or skill level are subject to the collective bargaining process.

The compensation program in the CSU is complex. Normally, compensation adjustments are dependent on funds allocated in the annual state general fund budget and are negotiated at the system-wide level for represented employees. In addition, campuses have the authority to use campus funds to address compensation issues through various means (e.g., in-range progressions, stipends, bonuses, etc.) as specified in the respective collective bargaining agreements or by CSU policy.

The CSU classification standards can be accessed at:

<http://www.calstate.edu/HRAdm/Classification/index.shtml>

Job Descriptions

Each staff and management employee should have a certified position description on file in Human Resources. The position description documents job functions and the skills, knowledge and abilities needed to successfully perform the job. It is used for determining appropriate classification level and for recruitment, selection, training and employee evaluation purposes. It is the program manager's responsibility to ensure that a position description is completed and that it accurately reflects the assigned duties and responsibilities of the position. It is Human Resources' responsibility to ensure that a position is appropriately classified, utilizing the CSU classification standards.

The Position Description HR 120 Form is the designated form used at Cal Poly and it can be found on the Human Resources website at:

<http://www.afd.calpoly.edu/hr/forms/index.html#Evaluation>

Performance Evaluations

Staff employees serving a probationary period generally must be evaluated every quarter, or at periodic intervals as specified in the applicable collective bargaining agreement. Human Resources notifies the supervisor prior to each evaluation period deadline. Permanent or temporary staff employees are evaluated annually in July. A general notification of the annual evaluation cycle is distributed to program managers each May.

Cal Poly currently uses three different evaluation forms: 1) HR 136 for management employees; 2) HR 138 for employees in Units 1, 2, 5, 6, 7, 8, and 9 and Confidential employees; and 3) HR 140 Form for employees in Unit 4.

Evaluation forms are available on the Human Resources website at:

<http://www.afd.calpoly.edu/hr/forms/index.html#Evaluation>

Benefit Programs

The CSU offers a comprehensive array of benefit programs including health care (medical, dental, vision, long-term care, COBRA), life/AD&D insurance, disability and leave of absence programs, other miscellaneous benefit programs, and retirement and tax deferred savings plans.

Benefits are subject to the collective bargaining process and may vary based on the specific terms of each Agreement or CSU policy.

Human Resources is responsible for administering benefit programs for all faculty, staff, and management employees.

An overview of employee benefit programs may be viewed at:

<http://www.afd.calpoly.edu/hr/benefits/index.html>

Workers' Compensation and Disability Leaves

The Workers' Compensation and Disability leaves programs will be transferred from Risk Management to Human Resources effective December 1, 2008. Work related injuries must be reported immediately to Risk Management; after December 1, 2008 report all work related injuries to Human Resources. Supervisors are responsible for providing the appropriate reporting forms to the injured employee and completing the Supervisor's Report of Injury and other forms as required. Information regarding the workers' compensation process is found at: <http://www.afd.calpoly.edu/Risk/index.html>. After December 1, 2008, information on workers' compensation will be located at: <http://www.afd.calpoly.edu/HR/index.html>

Employee Records/Employment Information

The official personnel/payroll files of staff and management employees reside in Human Resources. Faculty employees' official personnel files are located in the respective college dean's office (some employment/payroll information also is maintained in Human Resources). Except for pre-employment materials, every employee has the right to access, review, and have reproduced materials contained in their personnel files.

Lenders and other businesses that wish to verify the employment and salaries of Cal Poly employees are directed to use a service called, THE WORK NUMBER OF EVERYONE (TALX). The service provides immediate employment and salary information by touch-tone phone for credit and reference requests. Additional information about this service may be obtained at:

<http://www.afd.calpoly.edu/hr/employee/staffmpps.html>

Human Resources Information Systems

The PeopleSoft HR system is the primary system in which job, personal, payroll, benefits, labor cost and other types of data are tracked for all Cal Poly employees. Most of this data is available for departmental reporting through ITS' PolyData system. Other campus-wide systems such as the Directory Server utilize HR-tracked data via PolyData.

Employee Self Service, a feature of the PeopleSoft information system, enables Cal Poly employees to go on-line to view and change personal data such as home and mailing address, phone numbers or emergency contacts and to view accrued leave balances. Instructions for using the self service feature are located at:

<http://www.afd.calpoly.edu/hr/employee/selfservice.html>

The PeopleSoft HR and Student Administration modules are housed under one system. Human Resources performs key roles in the administration, upgrade, and security for the PeopleSoft HR system and collaborates with the Student Administration team to ensure appropriate usage, protection, and integration of data and system modules.

Employee Discipline

Provisions of the Education Code govern discipline in the CSU. Collective bargaining agreements also have provisions related to pre-disciplinary “corrective actions” like reprimands. In accord with state law, permanent public employees are entitled to respond to the proposed discipline prior to it being imposed; certain campus administrators have been designated as “Skelly Review” hearing officers to conduct this process. Notices of discipline are prepared by Human Resources in consultation with campus legal counsel, who may represent the campus in the more serious appeals filed with the State Personnel Board.

Office of General Counsel

The Office of General Counsel (OGC), located at the Chancellor’s Office, is responsible for providing all legal services for the CSU. An OGC attorney is assigned to each campus; at some campuses, including Cal Poly, the OGC attorney resides on the campus. Cal Poly’s legal counsel works closely with Human Resources on employment matters, including litigation, and provides representation in appeals of staff disciplines and dismissals. (Please note that litigated workers’ compensation claims are assigned by Human Resources to attorneys who are on an approved panel of private practice attorneys established and maintained by the CSU Office of Risk Management.)