

CHAPTER 3

PERSONNEL POLICIES

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GENERAL INFORMATION

The university personnel program is operated under guidelines established by the Board of Trustees of The California State University. The Trustees have established regulations in Title 5 of the California Administrative Code to govern the employment and working conditions of State University personnel. University policies and procedures concerning personnel matters are contained in this chapter. Cal Poly is subject to all laws governing affirmative action and equal employment opportunity for institutions of public higher education including, but not limited to, Executive Order 11246 and Title IX of the Education Amendments Act. Policies stated in this manual do not apply to employees within collective bargaining units when express, contrary provisions are provided in an effective collective bargaining agreement for the employee's unit.

Most support staff employees are covered by collective bargaining agreements and are represented by Units #1, 2, 4, 5, 6, 7, 8, and 9. A few support staff classifications are excluded from collective bargaining coverage; examples are Helper Aid and positions designated as Confidential. For purposes of this chapter of the Campus Administrative Manual, the term "support staff" refers to all employees except those in academic or management positions, whether covered by a collective bargaining agreement or not.

Academic employees -- faculty members, coaches, and librarians -- are covered by the collective bargaining agreement for Unit #3. Academic department heads/chairs are included in the faculty unit. Some provisions in the Unit #4 collective bargaining contract -- which covers academic support employees -- contain exceptions for Student Services Professionals, Academic Related. When these employees are covered under faculty guidelines (probationary periods, tenure, etc.), sections of this chapter reflect the wording in the Unit #4 collective bargaining agreement.

Management employees are covered by the Management Personnel Plan and are excluded from collective bargaining provisions. For purposes of this chapter of CAM, the term "dean" refers to both school deans and the Dean of Library Services. "Program administrator" -- as used in this chapter -- includes the following positions: President, Vice President for Academic Affairs and Senior Vice President, Vice President for Business Affairs, Vice President for Student Affairs, Vice President for Information Systems, Vice President for University Relations, Executive Dean (Facilities Administration), and Director of Personnel and Employee Relations.

To a great extent policies in this section are applicable to State University employees. Employees of the ASI/University Union and the Foundation should consult their respective personnel policies. Where there may be conflicts between CAM 300 and auxiliary personnel policies, the respective policies of the auxiliaries will apply for their employees.

310 RECRUITMENT, SELECTION, AND APPOINTMENT

311 Recruitment and Employment Policies

It is campus policy, as stated in the Affirmative Action Program (See Administrative Bulletin 73-4 and Supplement No. 1 and No. 2), to fully advertise all vacant positions in the Cal Poly Report and/or the Career Opportunities Bulletin for which recruitment is undertaken. In addition, academic positions or other professional positions for which recruitment is done on a nationwide or regional basis will be advertised in appropriate journals or bulletins to which qualified minority group members and women have access.

Applications and recruitment files will be retained by the recruiting unit for a period of three years after the completion of the recruitment process.

311.1 Recruitment of Academic Employees

When it is determined that an academic rank position or a lecturer position is or will become vacant, the department head will prepare and forward a copy of the proposed vacancy announcement via the school dean to the Director of Personnel and Employee Relations. All advertising proposals should be processed in one package to ensure consistency of advertising for each vacant position. Advertising efforts may include the use of a faculty vacancy announcement flyer and/or paid advertisements in professional journals or bulletins in addition to the required announcement in the Cal Poly Report and/or Career Opportunities Bulletin.

The department in which the vacancy occurs will prepare and distribute the approved faculty vacancy announcement flyers. The recruiting department should provide 150 copies of the faculty vacancy announcement flyer to the Affirmative Action Director for additional distribution to resource areas. All advertisements must contain the following elements:

- A. Type of position (e.g., full-time tenure-track assistant professor, part-time lecturer, temporary position, etc.);
- B. Position availability date and duration of appointment (e.g., academic year, one or two quarters);
- C. Qualifications - including both educational and professional experience (e.g., Ph.D. and teaching in higher education);
- D. Description of responsibilities and duties;
- E. Affirmative Action statement;
- F. Salary (either identify a current salary range or include the statement that "salary is commensurate with qualifications and experience");
- G. Where and to whom applications should be directed; and
- H. Closing date for receipt of applications (approved Designated Market Disciplines may use closing date and/or statement, "open until filled").

The appointing authority should insure that the salary range described in the vacancy announcement will be based on the CSU salary schedule and recognize the reality of the labor market for the specific department or classification. In order to be considered for a position, there must be evidence that an applicant expressed interest in the position by the closing date (unless "or until filled" applies). Evidence such as an application, resume, letter, telegram, FAX, or mailgram would satisfy this requirement. Telephone calls should be followed up by some form of written verification.

Advertising for a full-time academic year lecturer is required, and the initial appointment may be for one or two academic years. As long as there is no break in service, a full-time academic year lecturer appointment, initially for one year, may be renewed for a second year in the same position without readvertising the position provided initial recruitment was done on a regional or nationwide basis.

Recruiting part-time lecturers to fill positions occurring during the year (fall, winter, spring or summer quarters) may be accomplished by one annual advertisement. An eligibility list of qualified candidates who have applied will be established by the department head and part-time appointments may be made throughout the year from the list. Eligibility lists for part-time lecturer appointments are valid for only one year and advertising must be conducted at least once annually, normally during spring quarter.

It is campus policy that all qualified on-campus applicants be interviewed. This interview can be either by the screening committee or by the head of the department in which recruiting is being conducted. Upon completion of the recruitment process, three copies of the Recruitment and Appointment Record for Academic Personnel (Personnel Form 137) will be completed at the departmental level and forwarded to the Director of Personnel and Employee Relations for technical review pursuant to CAM 314.2. The second and third copies will be returned to the department and school dean after approval and retained there for a period of three years. Form 137 summarizes recruitment action for each academic and academic-related position.

311.2 Citizenship

Cal Poly employs only individuals lawfully authorized to work in the United States. Any noncitizen who meets the Federal immigrant work status requirements may be considered for employment at Cal Poly with the exception of Public Safety Officers. Immigrants who possess a permanent Alien Registration Receipt Card (Form I-151 or I-551) may be employed without further requirement or verification. A nonimmigrant alien may also be employed if he or she has been accorded a nonimmigrant classification which authorizes such employment (For example, H-1 or J-1 Visa), or is a student whose application to engage in employment for specific and limited reasons has been granted by the Immigration and Naturalization Service (F-1 Visa).

Noncitizens who are employed by the University are subject to having both income and social security taxes withheld from their salary. Noncitizens who are planning to return to their country at the completion of their assignment should be advised that they have no right to recover these taxes unless a reciprocal agreement exists between their country and the United States (FSA 80-30 and Government Code 1031).

311.3 Oath of Allegiance

With the exception of noncitizens, all personnel are required by State statute, at the time of appointment, to sign the State Employees' Oath of Allegiance, swearing or affirming support of the Constitutions of the United States and the State of California (Article 20, Section 3 or California Constitution and Government Code 3102 and 3103).

311.4 Fingerprinting

The California State University requires fingerprinting of all prospective employees, at the request of the hiring authority, except student assistants, special consultants and visiting lecturers. Prospective employees are required to certify their willingness to be fingerprinted. The Chancellor's Office Legal Opinion (L66-37) pertinent to this subject is on file in the University Personnel Office.

311.5 Conflict of Interest

No university employee shall vote, make recommendations, or in any way participate in personnel 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.

311.6 Reemployment of Retired Annuitants

Pursuant to Government Code 21155 academic employees who have retired under the Public Employees' Retirement System may either be reemployed for up to 90 days in one fiscal year or 50 percent of the hours employed in the fiscal year prior to retirement without losing retirement benefits. Retirees of the State Teachers Retirement System may be reemployed for up to 120 days in any one fiscal year. (Education Code 23918.) See collective bargaining agreement for faculty unit employees for information on additional options.

Pursuant to Government Code 21158, retired support staff and administrative employees may be reemployed for up to 120 days or 960 hours in any fiscal year.

311.7 Employment of Employees of Other Public Agencies

It is the policy of the University that the part-time employment of full-time employees of other public agencies will not exceed the equivalent of four equated units in any given quarter for academic employees, and no more than a 25 percent time base for support staff or administrative employees. Public agencies, for purposes of this policy, are defined as city, county, state or federal governments or any of their agencies, or any public entity. In unusual circumstances, exceptions to this policy may be approved by the Director of Personnel and Employee Relations.

311.8 Medical Examinations

Applicants and permanent or probationary employees may be required to be medically examined or re-examined by physicians designated by the University. Medical examinations may be performed by physicians of the University Health Center; however, in certain situations the examinee may be referred to off-campus physicians for additional medical evaluation. The examinee may submit medical reports or other pertinent information to the examining physician. Fees for a required medical examination will be paid by the University.

The physician will make written reports of examination to the Director of Personnel and Employee Relations, or when appropriate, to the Environmental Health and Safety Officer.

Failure or refusal of an employee to submit to a required medical examination will constitute a refusal to perform the normal and reasonable duties of the position. Failure or refusal of an applicant to submit to a required preemployment medical examination may constitute grounds for disqualification.

311.9 Student Employees

Persons being assigned to Student Assistant positions must be students at Cal Poly. Students may be employed as Student Assistants after their admission and immediately prior to the quarter of their enrollment at the university; employment under these conditions may not exceed one quarter. Students who have temporarily interrupted their academic program may be employed as Student Assistants but only for an interim period not to exceed one quarter plus the summer.

The Student Assistant must be enrolled in the minimum number of units, as follows: Undergraduates -- 6 units minimum per quarter; Graduates -- 3 graduate level units minimum per quarter. Graduates involved only in thesis work will be eligible up to two quarters for employment as a Student Assistant.

Continuing students must have taken courses in the preceding Spring Quarter or be enrolled in the following Fall Quarter in order to be employed during the Summer Quarter. In the event a new student is employed, they must have an acceptance notice from the Admissions Office to register for classes in the Fall Quarter in order to be employed during the Summer break.

Normally, Student Assistants are limited to 20 hours of employment per week during the academic year.

Conflict of interest provisions (CAM 311.5) apply also to Student Assistant positions.

312 Initial Appointments/Probationary Periods

Terms of appointments, probationary periods, and requirements for attaining permanency, if applicable, are covered in various collective bargaining agreements and the Management Personnel Plan. Emergency appointments, for a temporary period, may be authorized by the Director of Personnel and Employee Relations.

313 Management Personnel Plan and Support Staff

The Personnel Office will serve as the campus recruiting office for support staff personnel; however, the final selection is made by the program administrator or dean having the position vacancy. Recruitment for Management Personnel Plan employees is conducted by the Personnel Office in conjunction with the individual having responsibility over the vacant position. (See CAM 315 sections for consultative procedures for specific Management Personnel Plan positions, and CAM 311 for recruitment, selection and appointment procedures.)

It is campus policy that all qualified on-campus applicants be interviewed, when consistent with collective bargaining agreements. Qualified members of groups which are underrepresented should also be interviewed. Those on-campus candidates who meet the minimum qualification standards and collective bargaining conditions will be referred to the hiring area.

313.1 Appointment Authority

Authority and responsibility for the appointment of Management Personnel Plan and support staff personnel have been delegated by the University President as follows with the understanding that all initial support staff appointments above Step 1 must be reviewed by the Staff Personnel Officer.

A. To deans of schools and library services:

The appointment in their respective schools and the library of Management Personnel Plan and support staff personnel following a review by the Personnel Office and concurrence of the Vice President for Academic Affairs.

B. To the Vice President for Student Affairs, the Vice President for Business Affairs, the Vice President for University Relations, the Vice President for Information Systems, the Executive Dean, and the Director of Personnel and Employee Relations:

The appointment in their respective program areas of Management Personnel Plan and support staff employees following a review by the Personnel Office, with the understanding that the President will be consulted on appointments at or above the department head level. (See also CAM 315.6)

C. To the Vice President for Academic Affairs:

The appointment of Management Personnel Plan and support staff personnel for positions under the Vice President for Academic Affairs, following a review by the Personnel Office.

313.2 Staff Personnel Officer - Related Responsibilities

- A. Perform a technical review of the materials submitted for appointment preparatory to the initial appointment of staff personnel and call any possible problems to the attention of the dean or program administrator initiating the appointment.
- B. Obtain certification from Affirmative Action Director that an appropriate applicant pool has been utilized and consult with the Affirmative Action Director and/or Affirmative Action Facilitator (for the program area) regarding goals for campus diversity, when appropriate.
- C. Certify that the preferred candidate meets at least the minimum qualifications for the position and determine that the position and funds are available.
- D. Review and advise the appropriate deans or program administrator concerning requests for advance-step appointments. Advance-step appointments will be reviewed in terms of special requirements of the position to be filled, the recruitment difficulties involved, the special qualifications of the preferred candidate, the salary the preferred candidate currently receives, and evidence that the appointment is fully justified in the light of the qualifications of other personnel already in the department. After considering the Staff Personnel Officer's review, program administrators may approve advance-step appointments.

313.3 Appointments Subject to Reassignment

Every individual in a Management Personnel Plan or staff position accepts and holds employment in a classification subject to assignment and reassignment to any position in that classification or other classifications appropriate to the employee's qualifications and performance at the university. (See various collective bargaining agreements. Management Personnel Plan employees and other unrepresented employees may request reconsideration of a reassignment.) An administrative employee reassigned pursuant to California Education Code, Section 66609, may request a hearing by an impartial board to be designated by the Trustees by filing a request for such hearing, in writing, with the Chancellor within 20 days of being served with a notice of reassignment. (See also 5 Cal. Adm. Code Section 43501.)

314 Academic Employee Appointments

314.1 Appointment Authority

Authority and responsibility for the initial appointment of academic personnel, student services professionals -- academic related, and librarians have been delegated by the University President as follows:

A. To all deans of instructional schools:

1. Appointment of tenure-track faculty following consultation with and concurrence of the Vice President for Academic Affairs.
2. Appointment of lecturers may be made by a dean without clearance through the Vice President for Academic Affairs.
3. Appointment of associate deans and instructional department heads/chairs following consultation with and concurrence of the Vice President for Academic Affairs and the President.

B. To the Dean of Library Services:

Appointment of all librarians following consultation with and concurrence of the Vice President for Academic Affairs.

C. To the Vice President for Student Affairs:

Appointment of student services professionals -- academic related and other academic personnel assigned to the Student Affairs Division with the understanding that the President will be consulted on appointments at or above the department head level.

D. To the Vice President for Academic Affairs:

1. Endorse or raise appropriate questions to be answered before further action is taken on the proposed initial appointment of tenure-track faculty in the instructional schools and library.
2. Appointment of academic personnel under the Vice President for Academic Affairs.

314.2 Director of Personnel and Employee Relations - Related Responsibilities

- A. Clears all academic appointments after performing a technical review of materials prepared by the office of each dean or vice president preparatory to the initial appointment of personnel; calls directly to the attention of the respective dean or vice president any problems relating to university or systemwide policies, the individual's qualifications, or any other potential problems.
- B. Maintains the Faculty Position Roster of academic rank positions, student services professionals -- academic-related, and librarians.

314.3 Temporary Academic Appointments

A. Substitute Instructors

Substitute instructors may be employed to replace members of the teaching faculty who are temporarily absent on sick leave or on a leave without pay of 18 classroom hours or less, or to replace instructors who are absent on official business, when funds or vacant positions can be made available for this purpose. (The term "substitute instructor" refers to the pay classification of substitute instructional faculty. Regular faculty positions or lecturer positions, when available, may be used for replacements of longer duration.) Substitute instructors will be expected to perform the related duties of correcting papers, maintaining office hours, preparing lectures and laboratories.

A salary schedule for the class of substitute instructional faculty is listed in the faculty collective bargaining agreement.

The appointment procedure followed is:

1. The department head/chair, working with the school dean, will select a candidate to serve as a substitute instructor.
2. After ascertaining the availability of funds through the University Budget Officer, the school dean may authorize the appointment of the substitute instructor and will notify the department head and the Payroll Office of the appointment.
3. The Payroll Office will prepare and submit the appropriate documents.

B. Lecturers

As defined in 5 Cal. Adm. Code 42700 (x), "Lecturer" is a title used to cover a nonpermanent academic assignment normally of a visiting or part-time nature where the salary level is in accordance with the individual's qualifications. (See collective bargaining agreement for faculty unit employees for information on appointment of temporary faculty members.)

C. Continuation of Employment After Age 70

An academic employee may elect to continue employment with the university until the end of the quarter or academic year in which age 70 is attained. An academic employee who reaches age 70, if mentally and physically sound, may be employed from year to year without tenure for the good of the university, upon a written request to continue employment and certification of the employee's competency. Requests to continue employment beyond age 70 should be submitted to the school dean via the department head by November 1 of the academic year during which the applicant attains age 70. The Public Employees Retirement System must be advised prior to continuing a member's employment beyond age 70. (See CAM 311.6.)

314.4 Extra Quarter Assignment and Compensation (See 5 Cal. Adm. Code 42754 et seq.)

- A. An extra quarter assignment consists of teaching by an academic year employee, full-time or part-time, during the employee's vacation quarter.
- B. As needs of the university may require and with the consent of the faculty member involved, an individual appointed on an academic year basis may be assigned to teach for an extra quarter during a year. A faculty member will not, as a general policy, teach more than the equivalent of seven consecutive full-time quarters and no more than the equivalent of ten quarters during any triad. (A triad is a period of 36 months or 12 successive quarters, as defined in 5 Cal. Adm. Code 42700, commencing with the date of appointment to an academic rank position at Cal Poly.) Exceptions require the approval of the Vice President for Academic Affairs.
- C. The faculty member assigned to teach an extra quarter assignment shall have the right to elect whether such work shall be for extra compensation or for a compensating quarter off at the later date. An extra quarter assignment taught for a compensating quarter off must be full-time.
- D. If the faculty member teaches an extra quarter for extra compensation, no service credit for tenure, retirement, sabbatical leave, sick leave, or seniority will be earned during this extra quarter.
- E. If the faculty member teaches an extra quarter for a compensating quarter off at a later date, such compensating quarter will normally be taken during the individual's next succeeding academic year, but may, with the approval of the dean, be taken at a later time within 36 months of the completion of the extra quarter assignment. No service credit for tenure, retirement, sabbatical leave, sick leave, or seniority shall accrue during the period of the extra quarter assignment, but shall accrue for the compensating quarter off at the time the individual takes the quarter of compensating time off.
- F. A faculty member's triad commences with the date of appointment to a regular academic rank position (excludes time served as a lecturer) and ends at the conclusion of 12 consecutive academic quarters, at which time a new triad commences. This pattern may be interrupted by a leave without pay; upon return from leave the faculty member may elect to retain the existing triad (i.e. as if no leave were taken) or to commence a new triad. If the latter election is made, it is necessary to provide written notification to the Director of Personnel and Employee Relations.

314.5 Emeritus Classification

A. Eligibility

Faculty and staff personnel, including employees of the university's official auxiliary organizations, who have a minimum of 15 years of full-time meritorious service at California Polytechnic State University, San Luis Obispo, upon retiring will be honored by the emeritus title. Emeritus faculty and staff are entitled to the following privileges:

1. Library Service
2. Use of Staff Dining Room
3. Participation in faculty and staff social affairs
4. Receiving Cal Poly Report by mail
5. Use of Campus Store and El Corral Bookstore
6. Attendance at classes with instructor's permission
7. Admission to areas reserved for faculty and staff
8. Use of University computer facilities subject to certain restrictions
9. Parking Permit upon request
10. Emeritus business cards upon request
11. Photo identification card
12. University catalog listing
13. Golden Years' Card upon request from ASI for reduced admission to campus events (limited to those 62 years and over)
14. Group Discount Tickets authorizing reduced admission fees for many attractions in California (available in Personnel Office)
15. Office space and staff assistance for continued University service (upon availability and department authorization)
16. Admission to campus events the same as an active employee

B. Special Considerations

Retired personnel who desire special privileges or wish to render additional formal service to the university, or whose services are requested by the university after retirement, may receive special consideration through the following procedure:

1. An annual request in writing to the tenured members of the department from which retired, specifying the added privileges desired.
2. Endorsement by a 65 percent vote of the tenured members of the department.
3. Approval through all administrative channels necessary to provide the special provisions requested.

314.6 Instructor Ranks

Full-time probationary or tenured faculty positions will be assigned professorial titles according to the instructional faculty payroll classification codes. Vocational Instructor payroll classifications shall be used only for certain positions specifically approved in advance and in writing by the Vice President for Academic Affairs.

314.7 Pre-Retirement Reduction in Time Base

(See collective bargaining agreement for faculty unit employees for detailed information on Pre-Retirement Reduction in Time Base and Faculty Early Retirement Program. Applications for both programs are available in the Personnel Office.)

315 Consultative Procedures

315.1 Academic Employees (See also collective bargaining agreement for faculty unit employees.)

Consultative procedures on academic personnel matters are provided for by the California Administrative Code, Title 5, Section 42701 and by the collective bargaining agreement for faculty unit employees.

✓ 315.2 Appointment of Deans of Instructional Schools

When a vacancy occurs in a school dean's position, a consultative committee will be formed to advise in the selection of the new dean.

A. The committee will be composed of tenured academic members and one student.

Composition of the committee will be as follows:

- ✓ 1. Four faculty members from the school where the vacancy occurs, elected by the faculty. No more than two of the four faculty members can be appointed from the same department.
- ✓ 2. Two faculty members selected by the Academic Senate Executive Committee, with the concurrence of the President, from an elected slate of nominees from the other schools and from Professional Consultative Services. Due attention will be paid to achieving a balance of women and minorities.
3. One department head selected by the President from the school seeking the dean.
4. One student elected by the School Student Council.
5. One school dean selected by the President.

The Director of Personnel and Employee Relations or designee and the Affirmative Action Director will serve as staff support for the committee.

*See Revision
dated 11.30.04
on next pages*

- B. The President will send a notice of the position vacancy to the Chair of the Academic Senate and the School Student Council and request that members of the consultative committee in A. above be nominated or elected. Upon receipt of the notice of the position vacancy, the Chair of the Academic Senate and the School Student Council will initiate the formation of a consultative committee using the following procedures:
1. Nomination of faculty members in A.1. will be by an election process with ten signatures being required on a petition in order to place a faculty member's name on the ballot. The signatures on this petition must be those of faculty of the nominee's school. The petitions are to be submitted to the chair of the Election Committee of the Academic Senate. The Election Committee of the Academic Senate will conduct an election; the election shall be completed and results reported to the President within three weeks of the notice of vacancy. In this election, faculty members in the instructional school in which the vacancy exists will vote for four faculty; subject to the restrictions in A.1., the four faculty receiving the largest number of votes will be named members of the committee.
 2. The slate of faculty in A.2., from which the Academic Senate Executive Committee selects will be composed of resource faculty (Professional Consultative Services) and from faculty outside the school for which the selection committee is being formed. Those on the slate will be elected from nominees supported by ten faculty signatures. The elected persons will be the ones who receive the largest number of votes in each unit. The Executive Committee's selections shall be sent to the President within three weeks of the notice of vacancy.
 3. Election of the student member will occur within two weeks of the notification of the vacancy. Candidates must have at least junior standing in the school where the vacancy occurs, a minimum of three quarters attendance at Cal Poly, and a G.P.A. of at least 2.5. The elected person will be the person who receives the largest number of votes. The election results will be reported to the President within three weeks of the notice of vacancy.
- C. The consultative committee will select its own chairperson at the first organizational meeting which is to be called by and presided over by the Vice President for Academic Affairs. All members of the committee are eligible to vote on all matters before the committee.
- D. The Vice President for Academic Affairs will receive all applications. Applications of all candidates will be forwarded to the consultative committee along with the information available on each candidate's educational and professional qualifications.

- E. The Vice President for Academic Affairs will meet regularly with the consultative committee in order to hear its advice on candidates it is reviewing. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. Within budget limitations, a mutual effort will be made by the Vice President for Academic Affairs and the consultative committee to determine which candidates will be invited to the campus for interview. All on-campus applicants will be advised as to the status of their candidacy by the Vice President for Academic Affairs.
- F. The tenured faculty of the academic department to which the school dean is to be assigned for a concurrent faculty appointment shall be consulted by the Vice President for Academic Affairs prior to appointment. After consultation, tenure may be granted in an academic department by the President, at the time of appointment only. (See collective bargaining agreement for faculty unit employees.)
- G. The review and selection process will be handled as a professional personnel matter within the scope of the Information Practices Act of 1977.
- H. The consultative committee will be free to report the status of its deliberations to the Academic Senate and School Student Councils in a manner appropriate to the handling of professional personnel matters.
- I. The consultative committee will send the President via the Vice President for Academic Affairs the names of at least three candidates acceptable to the committee. The Vice President for Academic Affairs will make a separate recommendation to the President.
- J. Appointment will be made by the President normally from the committee's list of recommended candidates. If none of these is acceptable to the President, he/she will meet with the committee to explain why none is acceptable and then instruct the committee to search further among its applicants. If this does not produce an acceptable candidate, the President will determine what action will be taken to fill the vacancy.

315.3 Appointment of Vice President for University Relations

When a vacancy occurs in the Vice President for University Relations position, the President will appoint a consultative committee.

- A. The committee will be composed of tenured faculty and permanent or Management Personnel Plan staff and a student as follows: one member from the Development/University Relations area (Development, Alumni, Annual Giving, Public Affairs), one member from Business Affairs Division, one member from Academic Affairs and one from

315.2 Appointment of Deans of Instructional Colleges

When a vacancy occurs in a college dean's position, a consultative committee will be formed to advise in the selection of the new dean.

- A. The committee will be composed of tenured academic members and one student.

Composition of the committee will be as follows:

1. Four faculty members from the college where the vacancy occurs, elected by the faculty. No more than ~~two~~ one of the four faculty members can be appointed from the same department.
2. Two faculty members selected by the Academic Senate Executive Committee, with the concurrence of the President, from an elected slate of nominees from the other colleges and from Professional Consultative Services.
3. One department head/chair selected by the President from the college seeking the dean.
4. One student elected by the College Student Council.
5. One college dean selected by the President.

The Associate Vice President for Academic Personnel or designee will serve as employment equity facilitator and as administrative support for the committee.

- B. The President will send a notice of the position vacancy to the Chair of the Academic Senate and the College Student Council and request that members of the consultative committee in A. above be nominated or elected. Upon receipt of the notice of the position vacancy, the Chair of the Academic Senate and the College Student Council will initiate the formation of a consultative committee using the following procedures:

1. Nomination of faculty members in A.1. will be by an election process with ten signatures being required on a petition in order to place a faculty member's name on the ballot. The signatures on this petition must be those of faculty of the nominee's college. The petitions are to be submitted to the chair of the Election Committee of the Academic Senate. The Election Committee of the Academic Senate will conduct an election; the election shall be completed and results reported to the President within three weeks of the notice of vacancy. In this election, faculty members in the instructional college in which the vacancy exists will vote for four faculty; subject to the restrictions in A.1., the four faculty receiving the largest number of votes will be named members of the committee.
2. The slate of faculty in A.2., from which the Academic Senate Executive Committee selects will be composed of resource faculty (Professional Consultative Services) and from faculty outside the college for which the selection committee is being formed. Those on the slate will be elected from nominees supported by ten faculty signatures. The elected persons will be the ones who receive the largest number of votes in each unit. The executive Committee's selections shall be sent to the President within three weeks of the notice of vacancy.

3. Election of the student member will occur within two weeks of the notification of the vacancy. Candidates must have at least junior standing in the college where the vacancy occurs, a minimum of three quarters attendance at Cal Poly, and a G.P.A. of at least 2.5. The elected person will be the person who receives the largest number of votes. The election results will be reported to the President within three weeks of the notice of vacancy.
- C. The consultative committee will select its own chairperson at the first organizational meeting which is to be called by and presided over by the Vice President for Academic Affairs. All members of the committee are eligible to vote on all matters before the committee.
- D. The Vice President for Academic Affairs will receive all applications. Applications of all candidates will be forwarded to the consultative committee along with the information available on each candidate's educational and professional qualifications.
- E. The Vice President for Academic Affairs will meet regularly with the consultative committee in order to hear its advice on candidates it is reviewing. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. Within budget limitations, a mutual effort will be made by the Vice President for Academic Affairs and the consultative committee to determine which candidates will be invited to the campus for interview. All on-campus applicants will be advised as to the status of their candidacy by the Vice President for Academic Affairs.
- F. The tenured faculty of the academic department to which the college dean is to be assigned for a concurrent faculty appointment shall be consulted by the Vice President for Academic Affairs prior to appointment. After consultation, tenure may be granted in an academic department by the President, at the time of appointment only. (See collective bargaining agreement for faculty unit employees.)
- G. The review and selection process will be handled as a professional personnel matter within the scope of the Information Practices Act of 1977.
- H. The consultative committee will be free to report the status of its deliberations to the Academic Senate and College Student Councils in a manner appropriate to the handling of professional personnel matters.
- I. The consultative committee will send the President via the Vice President for Academic Affairs the names of at least three candidates acceptable to the committee. The Vice President for Academic Affairs will make a separate recommendation to the President.
- J. Appointment will be made by the President normally from the committee's list of recommended candidates. If none of these is acceptable to the President, he/she will meet with the committee to explain why none is acceptable and then instruct the committee to search further among its applicants. If this does not produce an acceptable candidate, the President will determine what action will be taken to fill the vacancy.

Student Affairs; two tenured faculty with no more than one from any one school, one school dean, one student, the Director of Personnel and Employee Relations, and the Affirmative Action Director, who will serve as staff support to the committee.

1. The President will appoint staff members to the committee.
 2. The President will send notice of the position vacancy to the chair of the Academic Senate requesting that members of the tenured faculty be nominated to serve on the consultative committee. Upon receipt of the notice of the position vacancy, the chair of the Academic Senate will consult with the Executive Committee and forward four names to the President. From the list of four, the President will name two.
 3. The President of ASI, after appropriate consultation, will nominate two students as candidates to serve and the University President will name one.
- B. The President will name the committee chair.
- C. Formal announcement of the vacancy will be made following the usual personnel practices in giving notice of professional vacancies.
- D. The President or a designee will receive all applications. The President will forward to the consultative committee along with the full information available on each candidate's educational and professional qualification all candidates who are considered acceptable for the position.
- E. The President or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee will participate in the interviewing of those candidates brought to the campus for interview. All qualified on-campus applicants will be interviewed by the committee or the President.
- F. It is not anticipated that a candidate will be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the President. (See 5 Cal. Adm. Code 42702.)

315.4 Appointment of Executive Dean, Facilities Administration

When a vacancy occurs in the Executive Dean, Facilities Administration position, the President will send notice of the position vacancy to the chair of the Academic Senate and program administrators requesting that a consultative committee be formed.

- A. The committee will be composed of tenured faculty and permanent or Management Personnel Plan staff plus the ASI President or a designee. Faculty and staff members will be: two members from the Business Affairs Division; two members from Student Affairs; one

member from other administrative areas; one member from the tenured faculty from each instructional school nominated and elected by the faculty of the school, and the Affirmative Action Director as a nonvoting member.

1. Nominations of staff members will be by petition with ten signatures being required. Nominations are to be submitted to the President who will appoint staff members to the committee.
2. Upon receipt of the notice of the position vacancy, the chair of the Academic Senate will initiate the following procedures:

- a. Nomination of the faculty members will be by petition with ten signatures being required in order to place a faculty member's name on the ballot.

Signatures can be solicited from the entire faculty. The petitions are to be submitted to the chair of the Election Committee of the Academic Senate.

- b. The Election Committee of the Academic Senate will conduct an election in each of the appropriate areas of the University. In this election each member will vote for one, two, or three of the candidates from the respective area. The candidates receiving the most votes will be the members of the consultative committee except as limited by paragraph "A" above.

- B. The consultative committee will select its own chair at the first meeting, which is to be called by and presided over by the Director of Personnel and Employee Relations until the election of the chair.
- C. Formal announcement of the vacancy will follow the usual personnel practices in giving notice of professional vacancies.
- D. The President or a designee will receive all applications. All applications will be forwarded to the consultative committee along with the full information available on each candidate's educational and professional qualifications. The President may indicate which candidates are considered not qualified for the position.
- E. Appointment to Executive Dean, Facilities Administration, will be made only from the applications submitted to the consultative committee.
- F. The President or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee has the prerogative of interviewing candidates except that all qualified on-campus applicants will be interviewed.

G. It is anticipated that a candidate will not be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the President. (See 5 Cal. Adm. Code 42702.)

H. The committee will be free to report its deliberations to the Academic Senate and the ASI Board of Directors in a manner appropriate to the handling of professional personnel matters.

315.5 Appointment of Instructional Department Heads/Chairs

(See CAM 314.1.A.3 and collective bargaining agreement for faculty unit employees.)

315.6 Appointment of Noninstructional Department Heads

Noninstructional department heads are members of the university administrative line organization and as such are directly responsible to the appropriate program administrator or dean for administration of their respective departments. They are appointed by the program administrator or dean, following consultation with the President, for indefinite terms. (See 313.1 -- Appointment Authority.) Consultative procedures will vary; depending on the particular circumstances, the procedure usually will involve consultation with other department heads and key personnel, and may also involve students, other staff and faculty members, or knowledgeable outsiders. The Affirmative Action Director or department affirmative action facilitator should be a nonvoting member of each recruitment/selection committee. (See also 313.1 -- Appointment Authority.)

The appointment of acting, interim, or temporary department heads will also be made by the program administrator or dean following consultation with the President.

315.7 *Provost* Appointment of Vice President for Academic Affairs/Senior Vice President

When a vacancy occurs in the Vice President for Academic Affairs/Senior Vice President position, the President will form a consultative committee.

A. The committee will be composed of tenured academic employees, Management Personnel Plan employees, and permanent staff members, plus two students of at least junior standing. Composition of the committee will be as follows:

1. One faculty member from each of the instructional schools elected by the faculty
2. One academic member representing librarians and other nonteaching academic employees elected by academic employees from appropriate areas

3. Two students selected by the ASI President and confirmed by the Student Senate
4. The Academic Senate chair (or designee)
5. One at-large faculty member or academic member selected by the President
6. Three staff members representing the Council of Academic Deans, Business Affairs, Student Affairs, auxiliary services, other administrative services, and the support staff in the instructional schools, selected by the President
7. The Affirmative Action Director as an ex officio, nonvoting member.

The Director of Personnel and Employee Relations will serve as a staff member to the committee.

- B. The President will send notice of the position vacancy to the chair of the Academic Senate and the President of the ASI and request that members of the consultative committee in A. 1, 2, and 3 above be nominated. Upon receipt of the notice of the position vacancy, the chair of the Academic Senate and the ASI President will initiate the formation of a consultative committee using the following procedures:

1. Nomination of faculty members in A. 1 and 2 will be by an election process with ten signatures being required on a petition in order to place a faculty member's name on the ballot. The signatures on this petition must be those of faculty of the school; for the representative to be nominated from outside the schools, signatures must be those of faculty members in the Library or other nonteaching areas. The petitions are to be submitted to the chair of the Election Committee of the Academic Senate.
2. The Election Committee of the Academic Senate will conduct an election in each of the appropriate areas of the university. The election shall be completed and reported to the President within three weeks of the notice of vacancy. In this election, faculty members in the instructional schools will vote for one of the candidates from their respective schools; academic employees outside the instructional schools will vote for one of the candidates from a slate of nominees from the Library or other nonteaching areas. The candidates receiving the most votes will be nominated as members of the consultative committee.
3. Selection of student members will be by the ASI President within two weeks of the notification of the vacancy with confirmation by the Student Senate. Candidates must have at least junior standing, a minimum of three quarters attendance at Cal Poly and a G.P.A. of at least 2.5.

- C. The consultative committee will select its own chair at the first meeting which is to be called by and presided over by the Director of Personnel and Employee Relations until the election of the chair.
- D. The President or a designee will receive all applications. All applications will be forwarded to the consultative committee along with the full information available on each candidate's educational and professional qualification. The President may indicate which candidates are considered not qualified for the position.
- E. Appointment to Vice President for Academic Affairs/Senior Vice President will be made only from the applicants submitted to the consultative committee.
- F. The President or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. Within budget limitations, a mutual effort will also be made to determine which candidates will be invited to be interviewed by the committee. All qualified on-campus applicants will be interviewed by the committee.
- G. It is not anticipated that a candidate will be considered for appointment unless deemed acceptable to the consultative committee. The committee will send the President the names of at least three candidates acceptable to the committee. The final responsibility for appointment is given to the President (See 5 Cal. Adm. Code 42702.)
- H. The tenured faculty of the academic department to which the Vice President is to be assigned for a concurrent faculty appointment shall be consulted by the President prior to appointment. After consultation, tenure may be granted by the President, at the time of appointment only. (See collective bargaining agreement for faculty unit employees.)
- I. The committee will be free to report its deliberations to the Academic and Student Senates in a manner appropriate to the handling of professional personnel matters.

315.8 Appointment of Dean, Library Services

- A. When a vacancy occurs in the Dean of Library Services position, the President will notify the Chair of the Academic Senate and the President of the ASI requesting that a consultative committee be formed.
- B. The Chair of the Senate and the ASI President will initiate the formation of a consultative committee using the following procedures:

1. The committee will be composed of tenured academic and permanent or Management Personnel Plan staff members and one student of at least junior standing. Composition of the committee will be as follows:
 - a. One academic member from each of the instructional schools
 - b. Four academic members from the Library - at least one a department head
 - c. One staff member from the Library
 - d. One student selected by the ASI President and confirmed by the Student Senate
 - e. Affirmative Action Director (nonvoting)
2. Nomination of academic members from the instructional schools and nominations from the Library will be by petition, with ten signatures required in order to place a name on the ballot. The signatures on the petitions from each instructional school must be those of faculty of the school; signatures on the petitions from the Library must be those of academic employees in the Library. Petitions are to be submitted to the chair of the Election Committee of the Academic Senate.
2. Nomination of staff members will be by petition with ten signatures of Library staff employees being required. Petitions are to be submitted to the chairperson of the elections committee of the Academic Senate.
3. The Election Committee of the Academic Senate will conduct an election in each of the appropriate areas of the university. In this election academic employees in the instructional schools will vote for one of the candidates from their respective school. Academic employees in the Library will vote for four candidates. Staff employees in the Library will vote for one candidate. The candidates receiving the most votes will be the members of the consultative committee.
4. Selection of the student member will be by the ASI President with confirmation by the Student Senate. Candidates must be in good academic standing and have at least junior standing and a minimum of three quarters attendance at Cal Poly.
5. The Vice President for Academic Affairs will convene the consultative committee and will preside until the committee elects its chair. At the first meeting the President will provide a job description for the Dean of Library Services, proposed position vacancy announcements and deadlines, and guidance as to appropriate procedures to be followed by the consultative committee in carrying out its assignment.

- C. The Vice President for Academic Affairs will receive all applications for the position vacancy. Full information about each candidate's educational and professional qualifications will be made available to the consultative committee and to the President. The President may indicate which candidates will be considered not qualified for the position.
- D. Appointment to Dean of Library Services will be made only from the list submitted to the consultative committee.
- E. The Vice President for Academic Affairs will meet with the consultative committee as necessary. All on-campus applicants shall be interviewed by the consultative committee as part of the initial screening process. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee has the prerogative of interviewing qualified candidates.
- F. A candidate considered for appointment should be acceptable to the consultative committee, the Vice President for Academic Affairs, and the President. Final appointment responsibility rests with the President (5 Cal. Adm. Code 42702).
- G. The committee will be free to report its deliberations to the Academic Senate and the Student Senate in a manner appropriate to the handling of professional personnel matters.

315.9 Appointment to Other Administrative Positions

As the need arises, appropriate consultative procedures for appointment to other administrative positions at or above the dean level will be developed. The Academic Senate will be consulted in developing these additional procedures. The Affirmative Action Director will be a nonvoting member on all screening committees.

320 WAGE AND SALARY ADMINISTRATION

321 Categories of Employee Service

For pay plan purposes, employee categories are defined by the appropriate collective bargaining unit, Management Personnel Plan, or California State University Board of Trustees policies regarding unrepresented employees.

322 Salary Schedule and Merit Increases

322.1 Salary Schedules

The Board of Trustees of The California State University approves and adjusts salary levels to keep them at parity with those of other major employers. However, the establishment of salaries for most employees is subject to the collective bargaining/negotiating process.

322.2 Merit Salary Adjustments

Merit salary adjustments for most employees are subject to the collective bargaining/negotiation process. (See Staff Handbook and Faculty Handbook for current information.)

323 Pay Procedures

323.1 Pay Periods

A schedule of inclusive dates for State pay periods is available in the Payroll Office. State personnel on a monthly salary are scheduled to be paid once a month after 3 p.m. on the last day of the pay period. If this day is on a Saturday, Sunday, or holiday, pay warrants will be issued on the next working day. Warrants will be issued through the University Cashier unless other arrangements have been made, such as electronic banking. No advances on unearned salary are permitted.

Personnel on an hourly basis normally receive pay warrants on the tenth of the month except student assistants who normally receive pay warrants on the first of the month.

323.2 Number of Payments

Normally, employees on either an academic year basis or a 10-month basis will receive 12 monthly pay warrants during the fiscal year, each warrant being one-twelfth of the annual salary, less applicable deductions. A faculty member employed for 12 months receives pay warrants at the established rate for the position on the 12-month salary schedule, less applicable deductions.

323.3 Pay Warrant Deductions

A list of authorized payroll deductions appears on the statement of Earnings and Deductions which is issued with each pay warrant.

323.4 Anniversary Date

An employee's anniversary date is defined as the first day of the first pay period during which the employee has been in service 11 or more working days. If the employee has served fewer than 11 working days during the month of his appointment, the anniversary date is the first day of the following pay period.

The anniversary date may be changed when an employee is promoted or reclassified, depending on the step of the salary scale of the position being vacated and the step of the salary scale of the new position. Breaks in service may change the anniversary date, i.e., regular leave of absence without pay in excess of 15 days, suspension without pay, layoff. The date is not changed by a sabbatical leave or military leave. (See also various collective bargaining agreements.)

323.5 Overtime

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

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, faculty, managerial, administrative and professional employees are not eligible for overtime compensation. (See also various collective bargaining agreements.)

A. Support Staff Overtime

Overtime and Compensatory Time Off (CTO) provisions for most staff employees, based on various Work Week Groups, are covered in collective bargaining agreements.

B. Academic and Management Personnel Plan Overtime

Academic personnel and Management Personnel Plan employees are employed in classifications for which the regular rate of pay is full compensation for all time required to perform their assigned duties. No work by these employees is considered overtime for the State except that:

1. Individuals on 10-month or 12-month appointments, who are required to work on a legal holiday when the university is in session, will be credited automatically with a compensating day off. (See also collective bargaining agreement for faculty unit employees.) When the university is not in session, such holiday work must be authorized in advance, in writing, by the dean or program administrator. In these cases, holiday credit is accumulated as paid leave time for employees in the Management Personnel Plan and as Compensating Time Off (CTO) for 10-month and 12-month faculty employees.
2. Faculty Members on academic year status may be appointed for an extra quarter assignment. A faculty member who teaches an extra quarter for extra compensation will be compensated at the rate of $33\frac{1}{3}$ per cent of the annual salary in three monthly installments in addition to any salary payments due for services during the normal academic year. Federal and California State income taxes are the only payroll deductions withheld from salary payments for the extra quarter assignment. (See CAM 314.4.)
3. Individuals on 10-month assignments who are authorized to work beyond the 10-month year shall receive extra compensation. This compensation will be at the monthly rate of $\frac{1}{10}$ of the annual salary and will be classified as overtime payment. Government Code Section 20025.2 provides that compensation for such overtime is excluded when computing contributions and benefits under the Public Employees Retirement Law.

324 Salary Policies

324.1 Compensation from Source Other than University

A. Activity Resulting in Personal Income

Where any outside activity will result in personal income, the employee must consult with the department head or immediate supervisor to eliminate possible conflict with State regulations and to insure that such activities will not be at the expense of the regular university program. To ensure compliance by faculty unit employees, the appropriate administrator may request a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which he/she has been appointed. (See CAM 371 and collective bargaining agreement for faculty unit employees.)

While the University encourages outside professional activities, the appropriate amount of service and other outside professional activities to be approved for a specific faculty member as being compatible with full and satisfactory performance of regular academic duties is to be judged by the department head.

B. Public Services for Another Agency

When the University is requested to furnish a faculty or staff member to act as a judge, consultant, or other official for another agency, such as a State agency, district fair, or school system, the dean or program administrator shall assign the person to participate as an official duty on the basis of whether or not it will be justifiable public service. Such requested public service shall be rendered as part of the official duties of the faculty or staff member for which no compensation shall be accepted by the employee.

Individuals performing officially assigned duties which benefit an outside agency may accept expense fees from that agency. Individuals filing expense claims against another agency shall submit such claims in duplicate through their dean or program administrator. If such an expense claim is filed against another agency, no claim may be filed for the same expense against any funds administered by the University.

324.2 Compensation From More Than One Source Within the CSU: Additional Employment

A. General

Except as provided in 324.2D below, employees of the University paid solely from the General Fund shall be limited in total compensable effort for campus organizations to the equivalent of one full-time assignment (excluding authorized overtime) during the appointment period.

When, however, additional employment is of a substantially different nature from the regular work assignment (sponsored activity, such as research, curriculum development, training, public service, or consulting projects, or conferences and workshops, or extended education administered by a campus organization), or is funded from non-General Fund sources, additional compensation for eligible employees is allowable within the provisions set forth below.

The term "additional employment" does not extend to concurrent employment outside the CSU system. As a practical matter, this section implements the basic policy as applied to additional employment within the CSU. CAM Section 371 and various collective bargaining agreements give guidance regarding concurrent employment or other activities outside campus employment duties.

B. Total Additional Compensable Effort Allowable

1. General Limit Within Appointment Period

During academic or fiscal-year appointment periods, employees eligible for additional compensation may be compensated for an additional 25 percent effort for all authorized services performed within the CSU system, including auxiliaries.

With the approval of the appropriate dean or program administrator, full-time University employees may accept assignments of up to twelve (12) quarter units of extension instruction as additional employment within their academic or fiscal-year appointment period (see CAM 462.1).

For activities compensated on an hourly basis, full-time University employees may average ten hours a week in additional employment. If a combination of two or three activities with different measures is undertaken in an appointment period, each measure of effort must be prorated to arrive at the equivalent of 25 percent additional compensable effort to insure that the limit is not exceeded.

2. Summer Employment

Summer Session employment or employment between academic years for full-time academic year employees shall not exceed six quarter extension units within any 21 day instructional period.

3. Additional Work Assignments Between Quarters

For academic year employees, any effort expended between the close of an academic appointment period and the beginning of the next or on nonacademic work days during a break between quarters shall not be counted when calculating the 25 percent allowable additional compensable effort during the appointment period. Effort expended on academic holidays during any quarter shall be counted towards the 25 percent total. For full-time ten month academic employees, the ten-month employment period shall be treated as the equivalent of the academic year.

The twelve-month employee is employed for a full year and the 25 percent limitation on additional employment covers the whole year. There is no "free" period when there are no restrictions as there is for academic year employees. Twelve-month employees may be appointed to paid teaching assignments in extension, Summer Session, or consortium only if the preparatory work and other required duties are done outside normal work hours of the twelve-month assignment.

4. Part-Time Employees

Part-time academic employees may receive additional employment up to the equivalent of full-time employment. An "overage" of 25 percent of a full-time position shall be allowed if the overage employment is the result of the accrual of part-time employment on more than one CSU campus.

C. Non-General Fund Additional Employment Compensation Rates

Authorized additional employment from sources other than the General Fund shall normally be compensated at rates determined by the salary used for the regular work assignment. The term "salary" is defined as the employee's regular compensation based on the class code, rank, salary step, appointment term, and the current CSU salary schedule.

The actual pay scale used will vary according to the activity. Extended Education, for instance, compensates its instructors for credit courses according to a published scale. The workshops and conferences program uses quarter units or hourly compensation, whichever is more appropriate. Sponsored programs administered through the Foundation use an hourly pay scale determined by the number of work hours in the appointment period.

Information on the current pay scales for each activity is available in the office administering the program. These rates are to be used for all additional employment activities expending non-General Fund monies. Specific exceptions involving a higher rate of pay require special action and prior approval by the academic dean or appropriate program administrator. Projects funded by state or federal sponsors are subject to special limitations on pay rates and applicable term, and require care in administering additional compensation.

D. Additional Employment in Assignments Paid from the General Fund

CSU employees in certain Work Week Groups (as defined by the Fair Labor Standards Act) may be eligible for time and a half overtime, Compensatory Time Off (CTO)/premium pay, or straight time CTO. These employees may accept a supplemental appointment to a class in a different type of Work Week Group (classes not eligible for overtime pay or CTO) within the CSU General Fund in excess of full-time provided the overall effort does not exceed the limits detailed above for 12-month employees.

The work schedules of employees in classes in those Work Week Groups eligible for overtime pay or CTO may be altered for the purpose of accepting an additional assignment consistent with departmental needs. These appointments are appropriate only if the preparatory work and other required duties are done outside of the normal work hours of the regular assignment or the hours of the altered work week.

Employees in certain other Work Week Groups (those not eligible for overtime pay or CTO) may not be employed for pay in excess of full-time out of the CSU General Fund. (See official CSU salary schedule for definitions of Work Week Groups and for determining the Work Week Group of any specific job classification.) General Fund employment of academic year employees, ten-month employees, or employees on the 10-12 Pay Plan between academic years or assigned ten-month periods is permissible.

Employees in classes which accrue vacation may be employed while on vacation status, only in those additional assignments that would be permissible while in work status.

325 Attendance Records

325.1 Attendance Reporting Procedure

For pay purposes, a complete record of attendance of each person employed will be kept on Attendance Report Form 672 which is furnished by the State Controller's Office. The Form 672 is to be completed by the attendance clerk and signed by the supervisor assigned to maintain accurate attendance reporting for all individuals on the report.

The department head/chair or designee is responsible for the attendance of each person in the department. In the case of absences, the department head/chair or designee makes certain that proper documentation is submitted, i.e., requests for official travel, sick leave, vacation, or a dock in pay. This will provide the department head/chair or designee with the assurance needed to certify attendance and absence of all members in the department.

The certification of attendance with supporting documents is forwarded by the department head/chair or designee to the dean, or program administrator for signature before submission to the Payroll Office. It is the department head/chair or designee's responsibility to determine and notify the dean or program administrator and the Payroll Office immediately if any absences occur after the attendance report is submitted.

A. Attendance Report Transmittals

The original copy of the Attendance Report Form 672 showing actual attendance information to date and a projection of attendance for the remainder of the pay period is to be transmitted to the Payroll Office in accordance with the schedule provided by the Payroll Office.

B. The following symbols are used on the Form 672:

V - Vacation; S - Sick Leave; T - CTO; L - Leave Without Pay (informal leave granted for 15 working days or less); W - Overtime Worked; J - Jury Duty; PH - Personal Holiday; M - Temporary Military Duty; C - Industrial Illness or Injury; A - Absence Without Leave.

For example: 1V - 1 hour of vacation time off; 2S - 2 hours of sick leave off; 3T - 3 hours of compensating time off, etc.

C. Supporting Documents

1. Absence Request, Form 634

- a. In addition to the employee's certification (item 10) the form must be endorsed by the immediate supervisor (item 15). Where necessary, substantiation must be made by the physician or the supervisor (item 11).
- b. Sick leave and vacation time must be in full hour increments.
- c. Compensating time off may be taken in quarter-hour increments of time.
- d. Personal holiday time off must be taken only in the full amount of hours credited to the employee's account. It may not be used in hourly or other increments.
- e. One copy of the form is to be attached and forwarded with the Attendance Report Form 672 to the Payroll Office.

2. Recommendation, Authorization, and Certification of Overtime,

- a. Overtime must be recommended in advance by the responsible dean or program administrator and authorized in advance by the Vice President for Business Affairs on an authorization/certification form.
- b. Actual hours worked must be certified by the employee and approved by the dean or program administrator.
- c. One copy of the authorization/certification form is to be forwarded with the Attendance Report Form 672 to the Payroll Office.

325.2 Certification by Employee

Title 5 of the California Administrative Code provides for special attendance reporting procedures under certain circumstances. Section 42806 of Title 5 is quoted below for reference:

"(a) Notwithstanding any provision in this Chapter 5 to the contrary, whenever in the judgment of a campus president, it is necessary to do so in order to obtain accurate information for attendance and payroll reporting purposes, such president may require all employees in any attendance reporting unit he may designate to certify the amount of time worked, including, in the case of academic employees, all class assignments which were met and conducted, and all class assignments which were not met and conducted, during each pay period. Except as otherwise provided in this section, this certification shall be a condition to payment for the particular pay period in the case of all employees in any attendance reporting unit so designated.

"(b) The certification required by this section shall be in such form and detail as the president shall prescribe.

"(c) The section shall not apply to vacation or settlement payments, or to payments on leaves of absence with pay pursuant to Article 5 (commencing with Section 43000) of this Subchapter 7, or to payments on special leaves for research or creativity pursuant to Article 5.1 (commencing with Section 43050), of this Subchapter 7.

"(d) The president may authorize exceptions to the requirements of this section in individual cases where owing to assignments out of California, illness or similar reasons, an undue hardship would otherwise result."

330

POSITION CLASSIFICATION AND RECLASSIFICATION

Position classification is the systematic categorizing of positions based on duties and responsibilities as defined by position classification and qualification standards developed by the Chancellor's Office of The California State University. The purpose is to provide logical grouping of similar positions under meaningful job titles which are easily understood by all concerned. The primary goal of classification is to insure that persons occupying positions of similar duties and responsibilities are treated equally for purposes of appointment, compensation, promotion, transfer, etc.

Because the classification process concerns the assessment of the kind and level of work performed in a position, positions are classified on the basis of duties and responsibilities, not on an evaluation of employee performance. Reclassification is recognition of significant and permanent changes in duties and responsibilities of the position; however the incumbent employee must also meet the minimum qualification standards of the new class. Positions may be reclassified to a higher, lower or equivalent level.

330.1

Position Classification Authority and Funding Sources

Authority has been delegated by the Chancellor's Office to the university to take final classification action on most positions up to a specified dollar limit. Responsibility for administering the classification program at Cal Poly has been delegated by the President to the Director of Personnel and Employee Relations.

Each fiscal year the budget contains an allocation for General Fund staff and management reclassification actions. There are no specific funds allocated to the University for reclassification actions. This allocation figure merely serves as a limit for which the campus has been delegated authority to approve reclassification actions. Once the campus has approved reclassifications within this General Fund limit, approval from the Chancellor's Office must be obtained to exceed this dollar limit. There is no allocation limit for non-General Fund positions.

Permanent reclassification actions to a higher salary level result in additional unfunded salary and benefit costs for at least two fiscal years. Program administrators must provide funding for reclassification costs prior to implementation of a reclassification action. Personnel Form 613, Reclassification Action, will be used by personnel and Employee Relations to notify program administrators of approved reclassification actions and have them identify funding sources.

330.2 Procedure for Classification Reviews

A. Initiation of Classification Reviews

Classification reviews are normally conducted between July and March of each fiscal year. As a result of budgetary restrictions, reclassification actions cannot be processed after March 1 in any fiscal year. Classification reviews are initiated by one of the following:

1. Classification Review Cycle

In the spring of each year, Personnel and Employee Relations establishes a Classification Review Cycle in order for program administrators to identify positions to be reviewed during the subsequent fiscal year. Program administrators are responsible for insuring that positions under their supervision are properly classified. When significant permanent changes occur in the duties and responsibilities assigned to a position, the position should be scheduled for review through the annual Classification Review Cycle. Program administrators identify and prioritize positions to be reviewed (these are considered to be supervisor-requested reviews) and actual classification reviews are then scheduled by Personnel and Employee Relations from July 1 through the following February. Unless major changes have occurred in the duties and responsibilities of a position, a subsequent classification review of a position will not be conducted within 18 months of the last classification decision.

2. Classification of New Positions

Program administrators are advised annually of new positions allocated in the CSU Budget. Position Description Form 120's identifying duties and responsibilities of the new positions must be submitted by the program area to Personnel and Employee Relations so appropriate classification level can be determined.

3. Classification of Vacant Positions

Prior to recruiting for a vacant or soon-to-be vacant position, program administrators must submit an updated Position Description Form 120 in order for Personnel and Employee Relations to confirm appropriate classification level.

4. Classification Actions Involving New Standards

Personnel and Employee Relations will initiate classification reviews whenever the Chancellor's Office issues new classification standards which may affect positions presently allocated to the campus.

5. Employee-Initiated Classification Reviews

Employees may request reviews of their positions by submitting a completed Position Description Form 120 and a cover memo to Personnel and Employee Relations confirming that the review is being requested by the employee. A formal classification review will then be scheduled by Personnel and Employee Relations. More information on this process may be included in collective bargaining agreements.

6. Supervisor-Initiated Classification Reviews

Supervisors may request reviews of positions that, due to organizational or other unforeseeable changes, were not included in the Classification Review Cycle requests submitted for that fiscal year. Personnel and Employee Relations will schedule these reviews as time permits.

7. Comprehensive Classification Reviews

Classification reviews may be conducted periodically of all positions in a given work area, department, school, or division on campus or all positions within a given classification. Such studies originate upon the request of the program administrator or at the discretion of the Director of Personnel and Employee Relations.

B. Classification Review Process

Once it has been determined that a classification review should be initiated, Personnel and Employee Relations will provide a Position Description Form 120 to the incumbent or the immediate supervisor of the position which is to be reviewed. The completed Position Description Form 120 describing those typical tasks performed by the incumbent of the position along with an organizational chart should be forwarded to Personnel and Employee Relations. A representative of Personnel and Employee Relations may schedule an interview with the incumbent and the supervisor to obtain additional information regarding the position. The appropriate program administrator will be advised of the findings of the classification review by Personnel and Employee Relations.

If it is determined that the position should be reclassified, Personnel and Employee Relations will determine the appropriate effective date and salary using the following criteria:

1. Effective Date Determination

Reclassification actions for positions scheduled via the Classification Review Cycle will normally have effective dates established for that specific cycle. All other effective dates are usually the first of the month following the completion of the classification review and formal notification to the incumbent and supervisor.

2. Salary Determination

a. New/Revised Classification Standards

Reclassification actions generated as a result of new or revised classification standards issued by the Chancellor's Office occur when the current classification of the position is being abolished and transition to the new or revised classification standard is required, whether or not any change in duties and responsibilities has been noted. Incumbents in affected positions would normally receive no change in salary, or if that is not possible, would be moved to the next closest, higher salary rate. If the highest salary rate in the new or revised classification standard is lower than the incumbent's present salary, a red-circle rate would be requested. (A red-circle rate as a result of a reclassification action would enable an employee to maintain his/her current salary if that salary is above the maximum step of the salary range for the new classification. See also various bargaining agreements.)

b. Job Review/Desk Audit

Reclassification actions generated as a result of a job review or desk audit signify that significant changes in duties and responsibilities have occurred to justify a new classification level. When this occurs, salary is determined as follows:

- (1) If the review/audit results in a reclassification to a higher level position, the incumbent would receive, if possible based on the maximum allowable salary of the new classification level, the equivalent of a one-step salary increase (approximately 5 percent), and a new merit salary adjustment date.
- (2) If the review/audit results in a reclassification to another existing class comparable in duties and responsibilities and equivalent in salary range, a lateral reclassification takes place and there is no change in salary or merit salary adjustment date.
- (3) If the review/audit results in a reclassification to a lower level position, a red-circle rate would be requested in order to maintain the incumbent's current salary.

Once effective date and salary have been determined, Personnel and Employee Relations will generate a Personnel Form 613, Reclassification Action, to notify the program administrator (and, if necessary, have them identify funding sources), Budget Planning and Administration, and Payroll Services. A written notification will then be sent to the incumbent of the position, with copies to the supervisor and program administrator.

In situations where it has been determined that the position reviewed is properly classified and no change will occur, Personnel and Employee Relations will send written notification to the incumbent, supervisor, and program administrator.

330.3 Classification Appeal Procedures

A. Employees Covered by These Procedures

These procedures apply to all staff and Management Personnel Plan employees of Cal Poly unless otherwise addressed by a collective bargaining Memorandum of Understanding.

B. Processing a Classification Appeal

An employee must submit a notification of classification appeal in writing to Personnel and Employee Relations with copies to the immediate supervisor and program administrator no later than ten calendar days after officially receiving notice of the classification decision from Personnel and Employee Relations. The appeal should include a detailed statement why the employee believes the classification decision reached by Personnel and Employee Relations is inappropriate and must include at least the following:

1. A copy of the Position Description Form 120 that was submitted during the initial classification review
2. A current organizational chart depicting the location in the organizational structure of the unit in which the employee works
3. Reason(s) and rationale why it is thought that the position is erroneously classified
4. A statement of facts that employee thinks may affect the appeal including any references to the classification standards which bear on the case

A representative of Personnel and Employee Relations not involved in the original classification review will hold a meeting with the employee no later than 14 days after receipt of the classification review appeal filing. This individual shall complete the review and respond in writing within 21 days after the meeting with the employee. Upon written request by the employee, an extension of time may be granted by Personnel and Employee Relations.

The decision on the classification appeal is final. The time limit of 21 calendar days may be extended by Personnel and Employee Relations if circumstances necessitate. If the scope of the appeal or proposed decision is not within the authority of the campus, it will be forwarded to the Chancellor's Office for final determination.

C. Effective Date of Classification Appeal

The effective date of any amended classification action will be the same date the initial classification review would have been effective (See CAM 330.2B.1).

D. Termination of an Appeal

An appeal may be terminated at any time by the employee by submitting to Personnel and Employee Relations a written request to withdraw the appeal.

330.4 Periodic Position Reviews

To insure that the campus classification plan remains accurate and current, Position Description Forms should be reviewed annually by the individual and supervisor concerned. Normally, this review will occur at the time of the annual performance evaluation of each staff and Management Personnel Plan employee. The supervisor and employee should discuss position tasks and responsibilities detailed in the job description to insure they accurately reflect California State University classification and qualification standards. In situations where the description of the position does not accurately reflect the duties and tasks assigned the employee, an updated job description providing explanation of the new duties and responsibilities should be completed, signed by the supervisor and program administrator and forwarded to Personnel and Employee Relations for review of classification level. (See CAM 330.2.)

340 PROMOTIONS, REAPPOINTMENTS, TENURE, AND TERMINATIONS

341 Evaluation Procedures and Criteria

341.1 Academic Employees -- Performance Review

A. Procedures

1. Evaluations shall be conducted in accordance with Article 15 of the Memorandum of Understanding (collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty.
2. Each school or other organizational unit (e.g., library) shall develop its own written statement of procedures and criteria for each type of personnel action. (In this section, the use of the word school includes the library and other organizational units covered under the Unit 3 contract.) Departments desiring to develop statements to serve as addenda to the schoolwide statement may do so. Full-time probationary and full-time tenured faculty may participate in the development and/or subsequent amendment of these procedures and criteria. School and department statements are subject to review and approval by the school dean and the Vice President for Academic Affairs, and shall be in accordance with the collective bargaining agreement for faculty employees and university policies.
3. Timetables for evaluations shall be published annually and shall be developed in consultation with the Academic Senate.
4. The terms Personnel Action File and Working Personnel Action File are defined in Article 2 of the collective bargaining agreement for faculty employees and will hereafter be referred to as the Files. All evaluators must sign the logs in the Files before they make their recommendations. It is the professional obligation of all evaluators to review the information in the Files before they vote or provide a written recommendation.
5. During performance reviews, the department head/chair is the custodian of the Working Personnel Action File at the department level and, if appropriate, the Personnel Action File; at the school level, the custodian of the Files is the dean; at the university level, the custodian is the Vice President for Academic Affairs. Custodians of the Files and Peer Review Committee (PRC) chairs shall ensure the confidentiality of the Files. Normally, there shall be no duplication of file materials except for copies made for the candidate or appropriate administrator, or for distribution at PRC meetings. At the conclusion of each PRC meeting, the PRC chair is responsible for the collection of all duplicated materials. The only exception to this policy is that copies of

the candidate's resume may be distributed to PRC members for use at times other than PRC meetings. After the PRC has made its recommendations, the copies of the resume shall be collected by the chair.

6. Each PRC evaluation report and recommendation shall be approved by a simple majority of the membership of that committee. There are occasions when a member of the PRC may feel that he/she cannot evaluate a candidate for some reason; e.g., conflict of interest, prejudice, or bias, etc. In such a case, that committee member should withdraw from the candidate's Peer Review Committee, thereby removing his/her eligibility to participate or vote in the evaluation of that candidate. For purposes of determining a simple majority vote of the PRC, the membership of the committee shall be defined as those faculty casting yes or no votes.
7. Evaluative statements shall be based on the Files and should be validated with evidence such as class visitation, measurement of student achievement, course outlines and tests, significant curricular, scholarly and committee contributions, and opinions of peers and students. If, at any level, the evidence is judged unsatisfactory, or if it does not appear to support the recommendations made, the Working Personnel File shall be returned to the appropriate level for clarification.

The written reasons and recommendations by subsequent levels of review shall be made available to the department PRC.

8. Recommendations of PRC's at each level (department or school) must be accompanied by one of the following:
 - a. A majority report and a minority report (if applicable). Both reports must include substantiating reasons and each report must be signed by those PRC members who support the report and the substantiating reasons.
 - b. Individual recommendations from each PRC member (who participated in the evaluation). These recommendations must include substantiating reasons and must be signed.
 - c. A combined of "a" and "b" above: a majority report, a minority report (if applicable), and individual recommendations from those members of the Peer Review Committee who support neither the majority nor the minority report. In any event, each report or recommendation must include substantiating reasons and must be signed by those who support it.
9. Deans shall use the Faculty Evaluation Form (Form 109) to evaluate faculty for retention, tenure, and promotion, as shall the department heads/chairs. Comments regarding student evaluations must be included in Section 1 of Form 109.

10. Guidelines for student evaluations are found in the Campus Administrative Manual. School and department procedures for student evaluations shall be in accordance with those guidelines and the collective bargaining agreement for faculty employees.

B. Criteria

1. Evaluative criteria shall emphasize teaching performance, but also should include professional growth and achievement, service to the university and community and possession of appropriate academic preparation. Although teaching effectiveness is the primary and essential criterion, it alone is not sufficient for retention, tenure and promotion.
2. The intensity of the evaluation process will vary in accordance with the academic position of the candidate. For example, the granting of tenure requires stronger evidence of worthiness than retention, and promotion to Professor requires a more rigorous application of criteria than promotion to Associate Professor.
3. Evaluation of probationary faculty involves a "comprehensive assessment" with appointment and retention seen as leading to tenure. It should be understood that if a faculty member does not have the potential to achieve tenure, then that individual should not be reappointed. Similarly, a candidate who does not have the potential for promotion to Associate Professor and Professor should not be granted tenure. This does not mean that retention is a guarantee of tenure nor is tenure a guarantee of promotion.

341.2 Support Staff Employees

Evaluations for a majority of support staff employees are conducted after completion of three, six, nine and twelve months of service during the probationary period. Once permanency is achieved -- usually at the end of one year of probation -- performance evaluations are completed annually by the supervisor. For administrative/professional employees in some collective bargaining units, performance evaluations are completed after six, twelve, eighteen, and twenty-four months of service, and annually thereafter. (See Support Staff Employee Performance Evaluation Forms 138 and 139, available in the Personnel Office.)

The supervisor will use one of the Support Staff Employee Performance Evaluation Forms to evaluate support staff employees.

The Staff Personnel Officer will act as the reviewing officer for the purpose of verifying completion of all support staff evaluations and noting any problems that appear to require further action.

341.3 Management Personnel Plan Employees

Performance evaluations for Management Personnel Plan employees will normally be made annually. The supervisor will use the Management Personnel Plan Performance Evaluation Form available in the Personnel Office.

341.4 Instructional Department Heads and Academic Deans

See Administrative Bulletins 77-2 and 74-2 in the Appendix.

341.5 Evaluation of Academic Administrators

The following resolution was adopted by the Board of Trustees regarding the evaluation of academic administrators:

"Academic administrators serve at the pleasure of the President. It is the policy of the CSU that all academic administrators be evaluated at regular intervals. It is necessary that the evaluator be aware of the perception of those who work with the administrator. The President shall develop procedures for the systematic acquisition of information and comments, and from appropriate administrators, faculty, staff and students in the work of the administrator to be evaluated."

Section D of the Management Personnel Plan Performance Evaluation Form should be used to record evaluator's summary of faculty/academic related/administrative assessment of performance of "academic administrators," such as Deans, Associate Deans, Student Affairs Directors (academic-related), and others with retreat rights to an academic department.

342 Promotions

342.1 Criteria for Support Staff Promotions

The California Education Code, Article 89532 states:

"(a) All vacant or newly established nonacademic positions shall, as far as consistent with federal, state and campus affirmative action guidelines and the best interests of the California State University, be filled from qualified nonacademic employees currently employed by the California State University."

Whenever possible, promotions will be made from within the current support staff -- consistent with the Education Code and collective bargaining agreements -- based upon the following factors of evaluation as listed in order of importance (Note that a promotion -- the process of applying for and undergoing competition which results in selection for a vacant higher level position -- is distinguished from reclassification which results from significant changes in duties and responsibilities):

- A. Demonstrated ability in terms of the job to be done
- B. Reliability
- C. Cooperative attitude toward fellow workers
- D. Length of service

342.2 Academic Promotions

A. Eligibility

Promotion eligibility shall be governed by the terms of Article 14 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 faculty. In particular, tenure is required for promotion to professor or librarian. In addition, persons (other than department heads/chairs) whose primary duties are administrative shall not normally be advanced in academic rank without the concurrence of the tenured faculty of higher rank from the appropriate department.

B. Criteria and Procedures (also consult CAM 341.1)

1. Performance reviews for promotion purposes shall be conducted in accordance with Article 15 of the collective bargaining agreement for faculty employees. Additional school (department) criteria and procedures shall be in accordance with the collective bargaining agreement for faculty employees and shall be approved by the dean and Vice President for Academic Affairs.
2. Applicants for promotion shall submit a resume which indicates evidence of promotability. This resume shall include all categories pertinent to promotion consideration: teaching activities and performance, or librarian effectiveness and performance, professional growth and achievement, service to the university and community, and any other activities which indicate professional commitment, service, or contribution to the discipline, department, school, university, or community.

In preparing resumes, applicants are encouraged to utilize the Faculty Resume Worksheet as a guide. (See Appendix XII.)

3. In addition to their carefully documented recommendations, department peer review committees, department heads/chairs, school or library peer review committees, and school deans or the library dean shall submit a ranking of those promotion applicants who were positively recommended at their respective level.

4. Promotion in rank is not automatic and is granted only in recognition of teaching competency or effectiveness as a librarian, professional performance, and meritorious service during the period in rank. The application of criteria will be more rigorous for promotion to professor or librarian than to associate professor or associate librarian. Recommendations for promotion of individuals are based on the exhibition of merit and ability in each of the following four factors and their subordinate sub-factors:

- a. Teaching Performance or Effectiveness as a Librarian and/or Other Professional Performance

Consideration is to be given to such factors as the faculty member's competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student consultation, and other factors relating to performance as a teacher.

In formulating recommendations on the promotion of teaching faculty, evaluators will place primary emphasis on success in instruction. The results of the Student Evaluation of Faculty program are to be considered in formulating recommendations based on teaching performance.

For librarians, consideration is to be given to such factors as performance effectiveness in terms of quantity and quality; fulfilling responsibilities; furthering objectives of the library and the university by cooperating with fellow librarians; considering and initiating new ideas, technologies, or procedures; applying bibliographic techniques effectively to the acquisition, development, classification, and organization of library resources; initiating and carrying to conclusion projects within the library; demonstrating versatility, including the ability to work effectively in a range of library functions and subject areas.

In formulating recommendations on the promotion of librarians, evaluators will place primary emphasis on effectiveness as a librarian as evaluated by colleagues and library users.

- b. Professional Growth and Achievement

Consideration is to be given to the faculty member's original preparation and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, publications, and presentation of papers at professional and scholarly meetings.

c. Service to University and Community

Consideration is to be given to the faculty member's participation in academic advisement; placement follow-up; co-curricular activities; department, school, and university committees and individual assignments; systemwide assignments; and service in community affairs directly related to the faculty member's teaching area, as distinguished from those contributions to more generalized community activities.

d. Other Factors of Consideration

Consideration is to be given to such factors as the faculty member's ability to relate with colleagues, initiative, cooperativeness, and dependability.

For librarians, additional factors of consideration include leadership and/or supervision and/or administrative abilities.

5. Possession of the doctorate or other designated terminal degree from an accredited institution is normally required for promotion.

6. Department heads/chairs and deans shall use Form 109 for evaluation of promotion applicants. Department (school or library) peer review committees will submit their recommendations in a form that is in accordance with their department (school or library) promotion procedures.

7. Normal Promotion

- a. An application for promotion to associate professor or associate librarian is considered normal if the applicant is eligible and both of the following conditions hold:

- (1) the applicant is tenured or the applicant is also applying for tenure.

- (2) the applicant has received four Merit Salary Adjustments (MSA's) (while an assistant professor or senior assistant librarian) or the applicant has reached the maximum salary for assistant professor or senior assistant librarian.

- b. Tenure is required for promotion to professor or librarian. An application for promotion to professor or librarian is considered normal if the applicant is eligible and the applicant has received four MSA's (while an associate professor or associate librarian) or the applicant has reached the maximum salary for associate professor or associate librarian.

8. Early Promotion

- a. An application for promotion to associate professor or associate librarian is considered "early" if the applicant is eligible and one (or both) of the following is (are) true:
 - (1) the applicant is a probationary faculty member who is not also applying for tenure.
 - (2) the applicant has not received four MSA's (while an assistant professor or senior assistant librarian) and the applicant has not reached the maximum salary for assistant professor or senior assistant librarian.
- b. Tenure is required for promotion to professor or librarian. An application for promotion to professor or librarian is considered "early" if the applicant is eligible and the applicant has not received four MSA's (while an associate professor or associate librarian) and the applicant has not reached the maximum salary for associate professor or associate librarian.
- c. Early promotion will be granted only in exceptional cases. The circumstances and record of performance which make the case exceptional shall be fully documented by the candidate and validated by evaluators. The fact that an applicant meets the performance criteria for promotion does not in itself constitute an exceptional case for early promotion.

343

Retention of Probationary Faculty Unit Employees

- A. Performance reviews for the purpose of retention shall be in accordance with CAM 341.1 and Articles 13 and 15 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty.
- B. Applicants for retention shall submit a resume which indicates evidence supporting retention. This resume shall include all categories pertinent to retention consideration: teaching activities and performance, or librarian effectiveness and performance; professional growth and achievement; service to the university and community; and any other activities which indicate professional commitment, service or contribution to the discipline, department, school or library (in the case of librarians), university or community.
- C. Recommendations for retention are based on the same factors as for promotions (see CAM 342.2.B.4).

344 Permanent Status (Tenure)

344.1 Tenure for Academic Employees

A. Eligibility

Tenure eligibility shall be governed by the terms of Article 13 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 Faculty.

B. Criteria and Procedures (also consult CAM 341.1.)

1. Tenure decisions are considered more critical to the university than promotion decisions. The fact that a probationary faculty member has received early promotion to associate professor or associate librarian or senior assistant librarian is not a guarantee of tenure.
2. Performance reviews for the purpose of award of tenure shall be conducted in accordance with Article 15 of the collective bargaining agreement for faculty employees. Additional school (department) or library criteria and procedures shall be in accordance with the collective bargaining agreement for faculty employees and shall be approved by the dean and Vice President for Academic Affairs.
3. Applicants for tenure shall submit a resume which indicates evidence supporting the award of tenure. This resume shall include all categories pertinent to tenure consideration, teaching activities and performance or librarian effectiveness and performance, professional growth and achievement, service to the university and community, and any other activities which indicate professional commitment, service, or contribution to the discipline, department, school or library (in the case of librarians), university, or community.

In preparing resumes, applicants are encouraged to utilize the Faculty Resume Worksheet as a guide.

4. Recommendations for tenure are based on the same factors as for promotion (see CAM 342.2.B.4). In addition, special attention shall be given to the applicant's working relationships with colleagues, potential for further professional achievement, and commitment to the department and university. The award of tenure is a major commitment by the university to the applicant and recommendations should substantiate the fact that such an award is advantageous to the university.
5. Department head/chairs and deans shall use Form 109 for evaluation of tenure applicants. Department (school or library) peer review committees shall submit their recommendations in a form that is in accordance with department (school or library) tenure procedures.

To be recommended for tenure the employee must be rated during the final probationary year within one of the top two performance categories listed in Section V of the Faculty Evaluation Form 109.

6. Normal Tenure

A tenure award is considered normal if the award is made after the applicant has credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment, the collective bargaining agreement for faculty employees, Article 13).

7. Early Tenure

- a. A tenure award is considered "early" if the award is made prior to the applicant's having credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
- b. In addition to meeting department (school or library) criteria for normal tenure, an applicant for early tenure must provide evidence of outstanding performance in each of the areas of: teaching or library effectiveness, professional growth and achievement, and service to the university and community.
- c. In order to receive early tenure, an applicant should at a minimum, receive a favorable majority vote from the department peer review committee.

8. Tenure Upon Appointment

Candidates for appointment with tenure shall normally be tenured professors or tenured librarians at other universities -- exceptions to this provision must be carefully documented. The President may award tenure to any individual, including one whose appointment and assignment is in an administrative position, at the time of appointment. Appointments with tenure shall be made only after an evaluation and recommendation by the appropriate department.

344.2 Procedure for According Tenure to Management Personnel Plan Employees

Tenure does not apply to Management Personnel Plan assignments. However, the President may award tenure in an academic department to an administrator who is granted a concurrent faculty appointment, at the time of appointment, after considering the recommendation of the academic department's tenured faculty members. Persons serving in administrative assignments within the Management Personnel Plan shall retain any tenure rights already earned in an academic department. In

addition, Management Personnel Plan employees who had achieved permanent status -- or were working toward it on January 1, 1984 and subsequently achieved permanency -- retain that permanent status. Management Personnel Plan employees hired after January 1, 1984, are not eligible for permanency in the Management Personnel Plan.

344.3 Permanent Appointment Procedure for Support Staff Employees

(See also various collective bargaining agreements for length of probationary periods.)

- A. At the time of the employee's third performance evaluation (normally at the end of ninth month of employment -- eighteenth month for employees in certain classifications), the Personnel Office will notify the employee's immediate supervisor of the date on which the employee will become permanent if reappointed.
- B. Immediately upon completion of the third performance evaluation, the supervisor will forward it together with a recommendation for or against permanent appointment through appropriate channels to the dean or program administrator.
- C. Recommendations will be based on job performance, professional relationships, professional ethics, and acceptance and implementation of respective department, school, and campuswide objectives. (See Support Staff Employee Performance Evaluation Forms.)
- D. The dean or program administrator, no later than one month and one week prior to the proposed date of permanent appointment or separation, will forward the Evaluation Form(s) and a copy of the decision to the Personnel Office.
- E. The Staff Personnel Officer will notify the employee of the granting of permanent status after satisfactory completion of the probationary period.
- F. After the President has been advised of the contemplated action, notification by the program administrator or the Staff Personnel Officer of the intention not to retain a probationary support staff employee shall be in writing and forwarded not less than two weeks prior to completion of the probationary period.

345 Periodic Evaluation of Faculty Unit Employees

A. Definition of Periodic Evaluation

A periodic evaluation of a faculty unit employee shall normally be required for the following purposes:

1. Evaluation of temporary faculty unit employees.

2. Evaluation of probationary faculty unit employees who are not subject to a performance review for retention. For example, a probationary faculty member who receives an initial two-year appointment will undergo a periodic evaluation during his/her first year.
3. Evaluation of tenured faculty unit employees who are not subject to a performance review for promotion.

B. Evaluation Procedures -- see CAM 341.1.A.

345.1 Periodic Evaluation of Temporary Faculty Unit Employees

A. Procedures (also see CAM 341.1.A.)

1. Full-time temporary faculty unit employees (e.g., full-time coaches and lecturers) appointed for the entire academic year must be evaluated during that year by a peer committee of the department or equivalent unit, the department head/chair and dean. Members of the peer committee chosen for the evaluation of full-time temporary faculty unit employees must be full-time, tenured faculty unit employees.
2. Part-time temporary faculty unit employees appointed for the entire academic year must be evaluated by the department head/chair. A peer committee evaluation is not required. However, full-time tenured faculty should be given the opportunity to provide evaluative statements and such statements should be written and signed.
3. Temporary faculty unit employees (full-time or part-time) appointed for one or two quarters are to be evaluated at the discretion of the department head/chair, the dean, or the department or equivalent unit. Such an employee may request that an evaluation be performed. The request must be in writing and must be accompanied by an updated resume. The request must be submitted to the department head/chair by the established deadline.
4. A written record of a periodic evaluation shall be placed in the temporary faculty unit employee's Personnel Action File. The temporary faculty unit employee shall be provided a copy of the written record of the evaluation.

B. Criteria -- see CAM 341.1.B.

For temporary faculty unit employees with teaching duties, student evaluations of teaching performance shall be considered.

345.2 Periodic Evaluation of Probationary Faculty

A. Procedures (also see CAM 341.1.A and CAM 343.A and 343.B)

1. Periodic evaluation of probationary faculty shall be conducted by the department Peer Review Committee, the department head/chair and the dean in any year in which the probationary faculty unit member is not subject to a performance review for retention.
2. A written record of a periodic evaluation shall be placed in the probationary faculty unit employee's Personnel Action File. A probationary faculty unit employee shall be provided a copy of the written record of the periodic evaluation.

B. Criteria -- see CAM 341.1.B and CAM 343.C.

345.3 Annual Evaluation of Tenured Faculty Unit Employees

A. Procedures

1. Tenured faculty unit employees who are eligible for a Merit Salary Adjustment and who are below Step 19 (or Step 11 for those on the Designated Market Discipline Salary Schedule) and who are not applying for promotion shall be evaluated by the department head/chair and dean.
2. A written record of this annual evaluation shall be placed in the tenured faculty unit employee's Personnel Action File, with a copy of this written record provided to the employee.

B. Criteria -- See CAM 341.1.B.

345.4 Periodic Evaluation of Tenured Faculty Unit Employees

A. Procedures

1. Tenured Professors (Librarians)

During the year in which a tenured professor (librarian) reaches Step 19 (or Step 11 for those on the Designated Market Discipline Salary Schedule), he/she shall be subject to a periodic evaluation.

2. Tenured Assistant or Associate Professors (Senior Assistant or Associate Librarian)

During the year in which a tenured assistant or associate professor (senior assistant or associate librarian) has received a fourth Merit Salary Adjustment and/or has reached the maximum salary for a given rank, he/she shall be subject to a periodic evaluation if he/she does not apply for promotion.

3. Periodic evaluation of tenured faculty unit employees at any rank shall occur at least once every five years after the initial periodic evaluation. Performance reviews for promotion can serve as periodic reviews for the purposes of this section. More frequent periodic evaluation of a tenured faculty unit member may be requested by the employee, department head/chair or dean. After such a request, a periodic evaluation shall be conducted as soon as possible.
4. Periodic evaluation of a tenured faculty unit employee shall be conducted by an elected peer committee of the department or equivalent unit, the department head/chair and dean. The peer committee members shall be tenured professors (librarians) when evaluating professors and associate professors (librarians and associate librarians), and shall be tenured professors and/or associate professors (librarians and/or associate librarians) when evaluating assistant professors (senior assistant librarians).
5. A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer committee chair and department head/chair and dean shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.
6. Copies of the periodic evaluation report shall be placed in the tenured faculty unit employee's Personnel Action File, and shall be provided to the employee.

B. Criteria

1. The purpose of periodic evaluation of tenured faculty is to maintain and improve a tenured faculty unit employee's effectiveness.
2. See CAM 341.1.B.

346 Separation of Employees from Service

346.1 Resignations and Retirements

When resigning or retiring from employment with the university, the employee should submit in letter form appropriate information regarding reasons and effective date of the termination of employment. The letter should be directed to the appropriate supervisor with copies to the respective department head, dean or program administrator. The employee's supervisor will promptly notify the Personnel Office of the impending resignation or retirement. When appropriate, the dean or program administrator will advise the President of an impending resignation or retirement by forwarding a copy of the letter along with additional information pertinent to the position being vacated and to the circumstances under which the employee is leaving.

Complete information regarding payment, withdrawal of Retirement System benefits, and other termination information may be obtained at the Personnel Office in advance of the time the Form 300 (Personnel Separation and Transfer Form) is signed. (Public Employee Retirement System Form 687 -- Separation/Disposition of P.E.R.S. Contributions -- should also be completed for employees who are leaving CSU service for reasons other than retirement.)

Within 30 days after the last date upon which services are rendered to the University, or the date the resignation is tendered, whichever is later, an employee may petition the State Personnel Board for a hearing to set aside a resignation pursuant to conditions stipulated in Education Code 89542. (Employees are required to first request reinstatement by the President in some collective bargaining units.)

A. Academic Employees

Academic employees desiring to terminate their current appointment or to decline renewal of their appointments in the absence of notices of nonrenewal are to give notices as indicated above of not less than three months if they are at the instructor or assistant professor or equivalent rank, and not less than four months if they are at the associate professor or professor or equivalent rank. The dates of the notices are determined from the end of academic employees' duties during an academic year and are exclusive of the summer quarter.

B. Management Personnel Plan Employees

Management Personnel Plan employees desiring to terminate their current appointments are to give notices as indicated above of not less than two months in advance of the effective dates.

C. Support Staff Employees

Support staff employees desiring to terminate their current appointments are to give notice as indicated above of two weeks or more in advance of the effective dates.

346.2 Termination of Employment During Probationary Period

Termination of employment during probationary period is covered in CAM 343 for faculty unit employees and in CAM 344.3 for support staff employees, and also in various collective bargaining agreements. Management Personnel Plan employees do not serve a probationary period; they serve at the pleasure of the President or designee.

346.3. Suspension, Dismissal, or Demotion for Cause

A. Education Code, Sections 899535-89536 provide that permanent or probationary university personnel may be suspended without pay, dismissed, or demoted at any time for the following causes:

1. Immoral conduct
2. Unprofessional conduct
3. Dishonesty
4. Incompetency
5. Physical or mental unfitness for position occupied
6. Failure or refusal to perform the normal and reasonable duties of the position
7. Conviction of a felony or conviction of any misdemeanor involving moral turpitude
8. Fraud in securing appointment
9. Drunkenness on duty
10. Addiction to the use of narcotics or habit-forming drugs

B. Section 53426 of Title 5, California Administrative Code, provides that: "...any employee of the California State University who, following appropriate procedures at the campus, is found to have disrupted or to have attempted to disrupt, by force or violence, any part of the instructional program of a campus, or any meeting, recruiting interview or other activity authorized to be held or conducted at the campus may, in the discretion of the president, be disciplined pursuant to Section 89535 of the Education Code."

C. Temporary Suspension

"When there is strong and compelling evidence that the presence of an employee on his or her job might create serious problems, if such evidence were subsequently proven to be correct, a president or the chancellor may temporarily suspend an employee pending investigation and/or the furnishing of formal notice of disciplinary action. Unless earlier terminated by the president or the chancellor, as the case may be, such temporary suspension shall automatically terminate upon the furnishing of formal notice of disciplinary action, or unless extended as provided by this section 30 days after its commencement, whichever first occurs." (from Title 5, California Administrative Code, Section 43522; see also various collective bargaining agreements)

When the President, or designee, determines that there is strong and compelling justification to suspend a faculty member with pay, such suspension will not exceed two working days without delivery of formal written notice that will include at least: the length of the suspension and the nature or basis of the circumstances that precipitated the suspension.

D. Disciplinary Actions

1. Executive Order No. 398 delegates authority to the President for imposing suspensions without pay for up to one year. (See also collective bargaining agreement for faculty unit employees.)
2. Suspension without pay of greater than one year, dismissal, or demotion shall be recommended by the President to the Chancellor. (See also collective bargaining agreement for faculty unit employees.)

E. Form of Notice of Suspension, Dismissal, or Demotion

The notice shall be in writing, signed by the appropriate individual, and be served on the employee, setting forth a statement of causes, the events or transactions upon which the case is based, the nature of the penalty and the effective date, and a statement of the employee's right to respond within five days to a reviewing officer ("Skelly Review") and the right to appear within 20 days to the State Personnel Board. (See also collective bargaining agreement for faculty unit employees for other provisions regarding discipline of faculty members.)

- 346.4 Separation of Employees from Service for Lack of Funds or Lack of Work (See various collective bargaining agreements and Chancellor's Office directives for provisions regarding layoff.)
- 346.5 Absence Without Leave (Automatic Resignation) (See provisions of various collective bargaining agreements and Education Code, Section 89541.)

SECTION NO. 350
RESERVED FOR FUTURE USE
FILLER SHEET

GRIEVANCE PROCEDURES

An individual who has a complaint should attempt to resolve it through discussion with the immediate supervisor. If after this discussion the employee does not believe the problem has been satisfactorily resolved, it may be discussed at higher administrative levels. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If a matter concerns an alleged violation of a collective bargaining agreement and cannot be resolved informally, the grievance procedures identified in various collective bargaining agreements should be used. Management Personnel Plan employees and others not covered by collective bargaining agreements may use the "Request for Reconsideration" procedure for certain types of complaints. Copies of complaint and grievance procedures may be obtained from the Personnel Office.

370 WORKING CONDITIONS AND EMPLOYEE RESPONSIBILITIES

370.1 Support Staff Employees - Workweek

Normally, full-time support staff employees provide services to the university on the basis of a five-day, 40-hour workweek. General policies regarding schedules, holidays, etc., are covered in various collective bargaining agreements and the Management Personnel Plan. (See also CAM 323.5 for provisions regarding overtime. Specific workweek and rest period schedules for support staff are established and administered by deans or program administrators. Most departments and offices maintain business hours from 8 a.m. until 5 p.m., Monday through Friday, and employees are scheduled accordingly. Some departments have 24-hour operations which require shift work. Work schedules are subject to change to accommodate departmental or university needs; any change in an employee's regular schedule will normally be accompanied by reasonable notice.

370.2 Academic (Instructional) Employees

- A. Policies concerning workload are covered in the collective bargaining agreement for faculty unit employees.

In those cases where faculty members volunteer to accept an assignment which exceeds the average of 45 Weighted Teaching Units (WTU's) per academic year, the faculty member should file a written statement to that effect in his/her Personnel Action File. Personnel Form 115 may be used for this purpose.

- B. Academic Year

Since Cal Poly is on a quarter system year-round operation, the academic year consists of any three academic quarters in a period of four consecutive academic quarters. Unless otherwise specified for an individual faculty member, the academic year begins with the fall quarter.

- C. Administrative Time, Assigned Time, and Other Support Time

Administrative time, assigned time, and other support time should be recorded by the department head/chair and approved by the dean and Vice President for Academic Affairs, using Forms 107A, 107B and 107C, available in the Personnel Office.

- D. Faculty Members' Schedules

1. Office Hours

Normally, each full-time faculty member schedules and conducts at least five office hours each week for consultation with students. Deans may approve a variation in consultation with the department. Part-time and full-time faculty with reduced teaching loads schedule office hours in proportion to their

assignments. Faculty members are requested to post their office hours outside their office doors and provide a copy to the department head/chair. (See also collective bargaining agreement for faculty unit employees.)

2. Temporary Schedule Deviations

Requests for approval for deviations from the established class or office hour schedule should be submitted to the department head/chair. The faculty member shall secure appropriate approval and notify the departmental office whenever a class is not to be held in the specifically assigned room or laboratory even though the change is for only one day; this is necessary so that students or the faculty member can be reached quickly in case of emergency. (See also CAM 235.1.)

E. Common Responsibilities of Department Heads/Chairs

1. The instructional department head/chair is responsible for planning, organizing and directing the activities of the department within the total structure of the University's academic administration. Appointment is made by the dean after consultation with the faculty of the department, the Vice President for Academic Affairs and the President. Such appointments will normally be continued so long as they are satisfactory to the appointee, department faculty, and to the dean. The department head/chair serves at the discretion of the dean.

The department head/chair implements University and school policy and serves as the principal advocate for the instructional department, appropriately consults departmental faculty, provides communication between the department and school and University levels, and makes independent judgments in the areas of assigned responsibility.

The department head/chair provides leadership for the development and implementation of the department's goals, represents the department's discipline(s) both on and off campus, and has schoolwide responsibilities as a member of the school council.

Departmental responsibilities include, but are not limited to, the following:

- Leadership in recruiting faculty, staff and students
- Serves as a separate level of review in making recommendations on appointment, reappointment, tenure and promotion as determined by the dean in consultation with each department.
- Supervision of staff

- Oversight and promotion of faculty and staff professional development
- Leadership in teaching and student advising
- Allocation of teaching assignments to faculty
- Responsibility for class scheduling
- Leadership in curriculum development
- Service as department liaison to school council and dean
- Resource management
- Leadership in external activities such as relationships with alumni, foundations, corporations and employers of graduates

2. Deans should confer with the faculty and department heads in their respective schools to develop comprehensive statements for review and approval by the Vice President for Academic Affairs and the President on the role and responsibilities of department heads/chairs of each instructional department.

F. Priority Order on Responsibilities

Faculty members shall meet their campus responsibilities in this order:

1. Meeting scheduled classes and other assigned responsibilities, such as project supervision, production management duties, and major advising.
2. Keeping regular office hours for student conferences.
3. Being available for faculty conferences and committee meetings as required.
4. Fulfilling assigned responsibilities for advising or sponsoring student groups and activities.

- G. On-campus responsibilities take precedence over official off-campus functions.

H. Additional Assigned Activities

Certain types of outside activities are beneficial to the individual and the university. Any limitations set in considering the amount and kind of outside assigned responsibilities are for the protection of both the individual and the university. (See CAM 324.1, Compensation from Source Other than University.)

Criteria used in considering outside assignments are:

1. The extent to which the function performed by the individual will improve the direct or indirect contribution to be made to the university.
2. The extent to which the function covered in the request interrupts or hinders the individual's contribution to the university because of the time taken away from regular duties.
3. The extent to which the proposed activity contributes to good public relations.
4. The possible infringement of the proposed activity on the regular workweek and regular academic year.
5. The possible abuses and the undesirable effects on the university.
6. The extent to which the activity would assist the individual and/or department to develop desirable contacts in agricultural, engineering, or other outside areas paralleling their respective fields.

370.3 Graduate Assistants

Graduate Assistants are utilized to assist regular teaching faculty members with various professional and technical duties associated generally with the subjects or programs in which the assistants are doing graduate work. The purposes of the assignments are: (1) to provide professional nonteaching assistance to faculty members, and (2) to provide graduate students some employment which offers practical experience in fields related to their advanced study. This classification is different than Student Assistant and is not the same as the faculty title of Assistant.

Graduate Assistants may be appointed for an academic year or on a quarterly basis; stipends are paid in three monthly installments per quarter. Full time is defined as 20 hours per week in the job description. A full-time Graduate Assistant may not be employed in additional positions.

Appointments to this classification are normally effective the first day of the pay period if the individual is appointed at the beginning of the academic quarter and meets all assignments for the month. Docks in pay are processed in the same way as are those for nonacademic (fiscal year) employees. Mandatory payroll deductions are limited to Federal and State withholding taxes and Medicare. Graduate Assistants are not eligible for sick leave, vacation credit, overtime pay, PERS-FICA membership, or faculty parking permits.

370.4 Twelve-month Librarians Electing to Work on a Ten-month Basis

(See collective bargaining agreement for faculty unit employees.)

371 Conflicting Employment, Activities or Enterprises

371.1 In protecting the integrity of the California State Service, employees shall comply with the requirements of Government Code Section 19990. Activities and enterprises deemed to be inconsistent, incompatible or in conflict with the duties of a state officer or employee include, but are not limited to, all of the following:

- A. Using the prestige or influence of the state or the appointing authority for the officer's or employee's private gain or advantage or the private gain of another.
- B. Using state time, facilities, equipment, or supplies for private gain or advantage.
- C. Using, or having access to, confidential information available by virtue of state employment for private gain or advantage or providing confidential information to persons to whom issuance of this information has not been authorized.
- D. Receiving or accepting money or any other consideration from anyone other than the state for the performance of his or her duties as a state officer.
- E. Performance of an act in other than his or her capacity as a state officer or employee knowing that the act may later be subject, directly or indirectly to the control, inspection, review, audit, or enforcement by the officer or employee.
- F. Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the officer's or employee's appointing authority or whose activities are regulated or controlled by the appointing authority under circumstances from which it reasonably could be substantiated that the gift was intended as a reward for any official actions performed by the officer or employee.
- G. Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time attention and efforts to his or her state office or employment during his or her hours of duty as a state officer or employee.

- 371.2 The limitations stated above do not attempt to specify every possible limitation on employee activity that might be determined and prescribed under the authority of Section 19990 of the Government Code. If later experience shows a need for additions to, deletions from, or clarification of the limitations stated above, the changes determined to be necessary will be made. Nothing in this statement or listing shall be construed by any employee as the sole provisions of law and administrative rules which must be observed by each officer and employee of this university.
- 371.3 It is not the desire of the Trustees nor this university to inquire into the private affairs of its employees. The cooperation of all employees is requested in avoiding any activity that will cause embarrassment to this university and the State of California. Any employee who is engaging in, or plans to engage in, any employment, activity, or enterprise which conceivably might be incompatible or interfere in any way with the individual's duties as an employee of the university is asked to consult with the department head and dean or program administrator.
- 371.4 Violation of provisions outlined in CAM 371 makes the employee subject to such disciplinary action as is deemed necessary by the university.
- 371.5 Employees Running for Public Office

In addition to the provisions of CAM 371 concerning incompatible activities, it is the policy of this university that employees who wish to run for public office also are subject to the following guidelines:

A. Campaigning

1. Campaign activities should be conducted outside the normal work hours unless the employee has made arrangements with the department head for authorized time off. This may include the use of earned vacation time or a leave of absence without pay. Another available option is the reduction of the employee's time base with appropriate reduction in pay during the campaign period.
2. It is the responsibility of the employee and the supervisor to work out a detailed time schedule of the hours the employee is expected to meet in carrying out normal daily assignments. A definite understanding should be reached and confirmed in writing concerning any arrangement for time off, meeting assignments, etc. A copy of such agreement should be forwarded to the Office of the President.
3. The employee should use discretion and take appropriate steps to avoid the possible criticism of misuse of State time. This should include advising the public of any working arrangement with the university.

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definite understanding should be reached and confirmed in writing concerning any arrangement for time off, meeting assignments, etc. A copy of such agreement should be forwarded to the Office of the President.

3. The employee should use discretion and take appropriate steps to avoid the possible criticism of misuse of State time. This should include advising the public of any working arrangement with the university.

B. Election to Office

If an employee is elected to office, a determination must be made by the school dean or division head regarding the employment status of the employee. Such determination should be made in light of the demands of the public office and the provisions of CAM 371. For example, an employee who is elected as County Supervisor would be expected to resign from the university position since that public office is considered to be a full-time assignment. Under certain circumstances such an employee may be employed part time by the university as provided by CAM 311.7.

On the other hand, some public offices are considered to be less demanding than a full-time job. An employee accepting such an office may be permitted to reduce the employee's time with the university in proportion to the requirements of the public office.

In any case, the understanding reached between the employee and the university must be confirmed either as a letter of resignation, or a part-time appointment, or a written statement of agreement. A copy of such confirmation should be forwarded to the Office of the President.

372 Safety Program and Injury Reports

372.1 Reports

It is the responsibility of the employee and the supervisor to report all on-the-job accidents to Personnel and Employee Relations within 24 hours on State Compensation Insurance Fund (SCIF) Form 3067, Employer's Report of Occupational Injury or Illness. State workers' compensation laws require that all injuries be reported within 24 hours. The supervisor must also provide the injured employee with a claim for Workers' Compensation Benefits (SCIF Form 3301), which the employee should complete and return as quickly as possible. When an accident involves injury to a student it should be reported to the Vice President for Business Affairs. (See CAM 380.1.D.3.b, 563 and 651.)

372.2 Health Center

The Health Center is primarily a student facility. Employee use is limited to first aid, treatment for job-related injuries, or for physical examinations required by State Industrial safety or public health regulations. (See also CAM 650.)

380

EMPLOYEE BENEFITS

Personnel and Employee Relations provides information and conducts business related to employee benefits, including retirement; disability and death benefits; group health, dental and vision insurance plans; income protection; life, auto; accidental death and dismemberment; COBRA-group continuation insurance plans; tax sheltered annuity and deferred compensation programs; dependent care reimbursement; workers' compensation insurance; vacations; holidays; and sick leave. See also various collective bargaining agreements.

380.1

Retirement, Insurance, Death Benefits

A. Public Employees' Retirement System and Social Security

Full-time employees appointed for a period of more than six months and part-time employees appointed for at least one year on a half-time basis or greater are automatically enrolled as members of a combined Public Employees' Retirement System (PERS) and Federal Social Security Insurance (FICA -- Federal Insurance Contributions Act.) Temporary, part-time faculty are required to enter membership beginning with the third consecutive term of appointment of half-time or more, regardless of whether a separation and reappointment has occurred between terms. Employees appointed on an irregular basis (seasonal, emergency, intermittent, etc.) are excluded from PERS membership until 1000 hours or 125 days of work are accumulated in a fiscal year. Contributions to the retirement system are made by monthly deductions from salary warrants (paychecks) at rates dependent upon salary. In addition, contributions which exceed the amount contributed by the employee are made to PERS on the employee's behalf by the State. The employee's contribution to the PERS program is exempt from Federal and State taxes until it is withdrawn after separation from employment or collected after retirement. Both the employee and the State make equal contributions to social security.

PERS provides death, survivor, disability and retirement benefits. These benefits are described in a booklet available in Personnel and Employee Relations. Members terminating employment are refunded their contributions to PERS with interest (not including the State's contribution) unless they are either eligible to retire and accept a retirement allowance, or have five years State service under PERS and elect to remain members of the Public Employees' Retirement System by retaining their contributions on deposit. PERS contributions for employees who leave State service before retirement and request a refund of contributions are reported as taxable income and may be subject to an excise tax for early withdrawal of retirement contributions unless they are "rolled over" into a qualified Individual Retirement Account (IRA).

Employees may retire under service provisions of PERS after reaching age 50 and upon completion of at least five years of service. In accordance with Government Code Section 20862.5, employees who are PERS members are eligible to have unused sick leave converted toward service credit at the time of retirement.

B. Post-Retirement Employment

Under certain PERS and Government Code provisions, retired academic employees may be employed for 90 days per fiscal year or 50 percent of the hours the member was employed during the last fiscal year of service prior to retirement without affecting their retirement status; support staff and Management Personnel Plan employees may be employed for 120 days or 960 hours per fiscal year. No additional service credit for retirement purposes is earned for such employment. Retired annuitants are not eligible to accrue or use sick leave. (See also CAM 311.6.)

C. Early Retirement

See collective bargaining agreement for faculty unit employees regarding early retirement options.

D. Insurance

1. Health, Dental and Vision Insurance Plans

A number of health, dental and vision insurance plans are available to employees meeting certain eligibility requirements (see Staff or Faculty Personnel Handbooks, Management Personnel Plan, collective bargaining agreements, and Government Code). The State will contribute toward the total monthly premiums of the plans chosen by the employee. Additional information may be obtained in Personnel and Employee Relations.

2. Unemployment Insurance

In general, regular State, Foundation, and ASI employees are covered under the California Unemployment Insurance Code. Details of the current provisions of the California Unemployment Insurance Code may be obtained from the appropriate Personnel Office (i.e., State, Foundation or ASI).

3. Disability Insurance

a. Nonindustrial Disability Insurance

The Nonindustrial Disability Insurance (NDI) program provides a monthly benefit payment to employees who become temporarily disabled and are unable to work because of a nonwork related injury or illness. Before benefit payments begin, an employee must first exhaust all sick leave credits (the use of vacation, CTO and Personal Holiday is optional) and serve a seven-day waiting period

(unless hospitalized). The benefit payment amount may vary according to employment status and/or collective bargaining unit. The maximum disability benefit period is 26 weeks per disability. Eligibility for NDI benefits is based on PERS membership, time base, and length of appointment.

In general, regular Foundation and ASI employees are covered under the State Disability Insurance Program.

Detailed information and application forms may be obtained from the appropriate Personnel Office. (See also CAM 388 regarding pregnancy benefits under NDI.)

b. Work-Related Disability Insurance Plans

All University employees (including volunteer employees who have signed an official volunteer appointment letter) are covered by workers' compensation insurance. Program benefits provide for payment of all medical care required to treat an on-the-job injury or illness. In addition, if an injury results in the inability to work for more than three calendar days, an injured employee is eligible for disability benefit payments which will partially replace lost income. All work-related injuries must be reported by the employee to his/her supervisor within 24 hours of the injury. The supervisor will provide the injured employee with a Claim for Workers' Compensation Benefits (State Compensation Insurance Fund -- SCIF -- Form 3301) which the employee should complete and return as quickly as possible. In all cases, an Employer's Report of Occupational Injury or Illness (SCIF Form 3067) must also be completed by the supervisor and submitted to the Personnel Office for processing. All medical care required to treat a work-related injury will be provided by the Cal Poly Health Center unless, prior to an injury, the employee has completed a Personnel Form 104b which designates a personal physician.

c. Effect of Disability Leaves (Nonindustrial or Work-Related) on Probationary Period

(1) Support Staff Employees

Except as otherwise provided in Title 5, California Administrative Code, time spent on disability leave will not be counted as part of any required probationary period. The remaining portion of the probationary period will be completed following the employee's return to active employment. A partial return to work does not constitute a return to active service for this purpose.

(2) Academic and Academic-Related Employees

Refer to collective bargaining agreement for faculty unit employees (Article 13) for the effect of disability leave on probationary period. For Student Services Professionals, Academic Related, refer to the collective bargaining agreement for academic support employees.

E. Death Benefits

A group insurance benefit in the amount of \$5,000 is provided for all active PERS employees. In addition, a basic death benefit is paid at the death of an employee to the named beneficiary. This basic death benefit consists of one month's salary for each year of service to a maximum of six years plus the employee's contribution in the retirement system with accrued interest. The beneficiary may elect to take the death benefit in a lump sum, or if the employee was age 50 or older and had completed five years of State service, as a monthly allowance. At an age of less than 50 there is no election available for a monthly allowance and payment is made as a lump sum. It is important to keep the designation of one's beneficiary up to date. (Additional life insurance programs are available for certain groups of employees -- see various collective bargaining agreements and Management Personnel Plan.)

381 Absences With Pay

(See CAM 386-387 for leaves with or without pay.)

381.1 Sick Leave

Full-time employees earn eight hours of sick leave credit each pay period; part-time employees receive credit on a pro rata basis. Sick leave may be used after one qualifying pay period of employment and must be taken in units of no less than one hour.

Sick leave may be accumulated without limitations as a form of security to guard against the loss of income during a prolonged illness. While no payment is made for unused sick leave upon leaving University employment, under certain conditions it is transferable to other State agencies and can be credited to years of service for retirement purposes.

The employee's supervisor must be notified immediately of any absence and will provide instructions for reporting and later documenting the absence upon an employee's return to work. The need for sick leave must be substantiated by the supervisor before granting approval. A physician's statement is normally required for prolonged absences, regardless of the reason, and may be required for any absence (however, normally an employee will not be required to provide a physician's statement for absences of three consecutive days or less.)

Sick leave may be taken under the following conditions:

- A. Illness or injury;
- B. Exposure to contagious disease;
- C. Dental, eye or other physical or medical examinations or treatment by a licensed practitioner;
- D. 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;
- E. Death of a person in the immediate family (up to five days in each instance); the definition of immediate family varies slightly for employees covered by collective bargaining agreements (see also CAM 381.4.F.);
- F. Childbirth or disability related to pregnancy.

381.2 Vacation

Vacation leave time is earned by 12-month and 10-month employees and those on the 10/12 pay plan (see 381.2.C below regarding vacation for academic year faculty members) and may be used upon completion of one qualifying pay period. Vacations will be scheduled at the discretion of the responsible supervisor after consultation with the employee. Vacation must be taken in units of no less than one hour. Form 634, Absence Request, must be completed and approved prior to any absence from the campus. Payment is normally made for any balance of unused vacation upon separation from University service. Under certain conditions, vacation credit can be transferred to another State agency should an employee leave the University but continue to work for the State. Employees may be required to take vacation for the convenience of the University.

A. Vacations for Support Staff

Full-time support staff may earn up to 16 hours of vacation per pay period, according to the following schedule (part-time employees earn vacation on a pro rata basis):

Years of Service	Vacation Days/Year	Vacation Hours/Pay Period
First 36 months (3 yrs.)	10 days	6 & 2/3 hours
37 mo. - 72 mo. (6 yrs.)	15 days	10 hours
73 mo. - 120 mo. (10 yrs.)	17 days	11 & 1/3 hours
121 mo. - 180 mo. (15 yrs.)	19 days	12 & 2/3 hours
181 mo. - 240 mo. (20 yrs.)	21 days	14 hours
241 mo. - 300 mo. (24 yrs.)	23 days	15 & 1/3 hours
301 mo. or more	24 days	16 hours

On January 1 of any year, employees on the above schedule with ten or fewer years of service may not carry forward a balance or more than 272 hours (320 hours for employees covered under the academic support collective bargaining agreement, except for academic-related employees). Employees with more than ten years of service may not carry forward a balance of more than 384 hours (440 hours for those covered by the academic support collective bargaining agreement).

B. Vacation for Management Personnel Plan, Confidential and 12-Month Academic-Related Employees

Designated Management Personnel Plan, confidential and 12-month academic-related employees earn vacation at the rate of 16 hours per pay period, which may be accumulated to a maximum of 384 hours as of January 1 of each year. Such employees with more than ten years of service may accumulate a maximum of 440 hours as of January 1 of each year.

C. Faculty Vacations

Faculty members appointed to academic year assignments are entitled to take one of four consecutive quarters as vacation. Normally, the vacation quarter commences with the close of the employee's regular academic year and ends with the beginning of the next academic year.

Full-time faculty unit employees in classifications which indicate a 10- or 12-month work year earn vacation at the rate of two working days per month. Vacation credit is cumulative to a maximum of 320 working hours for ten or fewer years of qualifying service or 440 working hours for more than ten years of such service. Accumulations in excess of this amount as of January 1 of each year are forfeited. After one full year of employment, an academic employee shall take at least 40 hours of vacation each calendar year. Any part of the 40 hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year. Under certain conditions, the Vice President for Academic Affairs may permit an academic employee to carry over more than the allowable credits.

Accrued vacation may be taken after completing one qualifying pay period. Academic employees are not allowed vacation and/or CTO time off during any quarter in which they are teaching except in a bona fide emergency and with prior written approval of their school dean. Although vacation credits are a right, the time vacations are taken must be convenient to the University.

Requests for scheduling vacation shall be submitted in writing to the department head/chair at least thirty days in advance. Vacations shall be scheduled by mutual agreement of the faculty member and department head/chair whenever possible. The scheduling of vacation may also arise from the needs of the institution. Vacations shall be taken as authorized by the dean.

381.3 Holidays

Eligibility for time off during holidays varies with the type of appointment held by the individual.

A. Support Staff, Management Personnel Plan and 10-Month and 12-Month Academic Employees

A work schedule listing holidays is distributed to all employees prior to the beginning of the calendar year. There are twelve paid holidays falling per calendar year. In general, holidays falling on Saturday are observed on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday. In some instances holidays that fall on an academic work day are observed at different times and are reflected in the annual work schedule.

B. Faculty Employed on an Academic Year Basis

Academic employees employed on an academic year basis are entitled to holidays only on days designated in the academic calendar as academic holidays. They do not receive compensating time off for working on a State holiday during which school is in session.

381.4 Other Absences

Arrangements should be made with the immediate supervisor for excused absences; otherwise they will be considered as absences without leave.

A. Official Business

Absence on official university business must be approved in advance by completion of Form 1A (In-State Official Business Travel). (See CAM 570).

B. Jury Duty

In those classifications in which vacation credit is accrued, jury duty may be taken on vacation time and the payment received for jury service may be retained. Jury duty also may be performed on State time, in which case the payment received is deposited in a State fund. An Absence Request (Form 634) should be completed prior to performing jury duty. The same regulations apply to service on the Grand Jury.

C. Compensating Time Off

The dates when compensating time off (CTO) may be taken shall be at the discretion of the responsible supervisor and in consideration of the employee's preference. If the employee fails to take CTO at the time designated, the claim for such CTO is thereby waived. Credited CTO must be used within one year (365 days) of the day it is earned.

D. Election Day

Elections Code Section 14400 authorizes time off for voting on election days. An employee may take off up to two hours at the beginning or end of a shift (without loss of pay) if the employee does not have sufficient time to vote outside of working hours. The employee will give the department head two days notice of the need to take time off for voting purposes.

E. Personal Holiday

Employees receive one personal holiday per calendar year. Full-time employees are entitled to eight hours of time off; part-time employees are entitled to one-fifth of their weekly schedule of working hours. The personal holiday must be taken before December 31 of each year and must be taken in full, rather than in hourly increments. Personal holidays cannot be accumulated and should be requested at least five days in advance. Scheduling of the holiday shall be by mutual agreement between the employee and the appropriate administrator.

An employee other than an academic year employee who separates prior to taking the personal holiday is entitled to a lump sum payment for the amount of holiday credit to which entitled on the date of separation.

An academic year employee is eligible to have the personal holiday included in the final settlement pay only if the employee is separated prior to the completion of an academic year or term to which assigned.

F. Funeral Leave

For each death of a significantly close relative, upon request to the immediate supervisor, the employee shall be granted one day's leave with pay. If such a death of a significantly close relative requires the employee to travel over five hundred round-trip miles from his/her home, upon request such a leave with pay shall be granted for two days. Such a leave may be supplemented with sick leave in accordance with the provisions of CAM 381.1.E. (Funeral leave is coded by indicating "FD" on the Absence Request Form #634.) The definition of "significantly close relative" varies slightly with the various collective bargaining agreements, but generally refers to a spouse and the employee's or his/her spouse's mother, father, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, or relative living in the immediate household of the employee.

382 Educational Opportunities

382.1 Educational Opportunities and Self-Improvement Programs

The University offers employees various training and development opportunities to strengthen existing job skills, or acquire new skills needed to prepare for future work assignments. The responsibility for identifying training needs and taking the steps necessary to satisfy those needs is shared by the employee, the supervisor, and the University. While a number of training opportunities are available on a voluntary basis, participation in selected activities may be recommended or required by the supervisor.

Limited specialized training funds are also available to support activities directly connected with employee training and development activities. Specialized training request forms and information may be obtained from Personnel and Employee Relations. All requests must be approved by the employee's supervisor and the program administrator.

(See also CAM 382 -- Educational Opportunities; CAM 385 -- Leaves of Absence; and CAM 386 -- Leaves with Pay.)

University employees are encouraged to plan with their department heads or immediate supervisors programs of self-improvement which will help the employee more effectively performed official duties. Such programs may include educational opportunities at this campus, neighboring colleges and universities, participation in appropriate workshops and seminars, and observation of related work.

382.2 Fee Waiver Program for Work-Related or Career Development Courses

The Fee Waiver Program, established in 1975, provides eligible California State University employees the opportunity to attend classes at California State University campuses at reduced rates. The authority for this program is granted the Trustees by Education Code, Section 89710, and by the delegation of authority to the Chancellor provided in Section 41804 of Title 5, California Administrative Code. Eligibility for the program may vary somewhat according to the employee's bargaining unit. Items not covered in the bargaining contract are covered in Executive Order 491 of The California State University Office of the Chancellor.

A. Eligibility

1. Employees Eligible for Fee Waiver

In general, full-time employees, if covered by a collective bargaining agreement, are eligible for the Fee Waiver Program. Management Personnel Plan employees and confidential employees, if not employed on a temporary basis, are also eligible.

Permanent part-time employees (who have attained permanency in a full-time position and then reduced their time base or who have been granted permanency by the President according to

criteria outlined in the collective bargaining contract) are eligible for the program.

Employees on approved leaves of absence, if otherwise eligible, may take course under the Fee Waiver Program.

2. Employees Not Eligible for Fee Waiver

Full-time temporary employees, if not covered by a collective bargaining agreement, are not eligible.

Others who may not take course under the Fee Waiver Program include: part-time probationary employees; part-time temporary employees, such as Graduate Assistants, Student Assistants, and Helper Aids; employees in employment categories funded from sources other than California State University system, such as Foundation, ASI, COD, and CETA.

B. Courses Which Can Be Taken Under Fee Waiver

1. Job Related Courses

Job related courses are courses taken for the purpose of improving the level of skills and knowledge needed to perform existing duties and responsibilities of the current position, or acquiring skills and knowledge needed to perform newly assigned duties and responsibilities of the current position. Enrollment may be voluntary or at the direction of the manager/supervisor.

Examples of courses which are not normally considered job-related are: Physical Education, Dance and Recreation.

2. Career Development Courses

Career development courses are taken to meet the educational or equivalent experience requirements for a classification within the California State University. The target classification and coursework must be part of an approved Individual Career Development Plan (Personnel Form 133A) which is a formal definitive plan for coursework, on-the-job training and development activities which will lead toward qualifying for a classification in the California State University.

C. Waived Fees

All fees except \$3 are waived for a maximum of two courses or six units, whichever is greater.

382.3 Off-Campus Educational Opportunities

Full-time personnel may enroll for courses offered by other colleges provided the time taken for such classes does not reduce the minimum required hours scheduled in the performance of their university duties. Requests for approval should be submitted through the department head/chair to the dean or program administrator for any such classes attended during the hours of 8 a.m. to 5 p.m., Monday through Friday, or during other hours which constitute the individual's normal workweek.

383 Other Employee Benefits

383.1 Athletic Facilities

Athletic facilities and equipment are available for use by employees during recreational periods. Outdoor facilities include tennis courts, handball courts and various fields. (See also CAM 233.)

Cal Poly employees and their dependents may use the swimming pools during family recreation swimming hours. Members of the faculty and staff may use the pool adjacent to the physical education building during prescribed hours. For additional information, call the Physical Education Office.

383.2 Credit Unions

Employees of Cal Poly are eligible to become members of SESLOC (School Employees of San Luis Obispo County) Federal Credit Union, located in the University Union (Building 65) and at 11491 Los Osos Valley Road, San Luis Obispo, and the Golden 1 Credit Union in Sacramento (1-800-346-4776). These credit unions offer members loan services and participation in savings programs.

383.3 Associate Membership in ASI

Associate membership in the Associated Students, Incorporated is available at an annual fee to student spouses and to faculty and staff members and their immediate families. Membership entitles the owner to all privileges currently available to associate members, including free admission or reduced admission fees for athletic events, plays, concerts and other activities.

383.4 First Aid

Emergency first aid can be given in the Health Center or by Public Safety. (See also CAM 650).

383.5 Library Privileges

Faculty and staff are entitled to use the University Library and may borrow books by presenting their university identification card. For detailed information on the use of the Library, refer to the Library Handbook. (See CAM 394 for information on ID cards.)

383.6 Exemption from Nonresident Tuition

Education Code Section 68079 provides that no admission fee or tuition fee shall be required of any nonresident student who is a full-time employee of The California State University or who is the child or spouse of an employee of The California State University.

383.7 Tax Sheltered Annuity/Deferred Compensation

The California State University sponsors a 403(b) Tax Sheltered Annuity Program. A similar program called Deferred Compensation is sponsored by the State of California. Participation in both programs in any one tax year is not permissible. Additional information and a list of approved participating companies are available in Personnel and Employee Relations.

These optional programs have been established to offer potential tax advantages by allowing an employee to exclude a portion of his/her gross salary from current income taxes. The money can then be used for additional income after retirement when an employee's taxable income will probably be lower. These monies are subject to income taxes at the time of withdrawal.

383.8 Transcripts for University Faculty and Staff

Faculty or staff personnel, their spouses and children (excludes student assistants and temporary help) will be allowed free official transcripts of their work at this camps. Transcripts requested for others (relatives, friends, etc.) are subject to the usual charge.

384 Employee Organizations and Clubs

384.1 University Club

The Cal Poly University Club is open to all campus employees. This membership organization has business and social meetings throughout the academic year and sponsors activities of a social, welfare and professional improvement nature.

384.2 Cal Poly Women's Club

Membership shall be open to the following persons:

- A. Any current nonstudent employee of either the University or a campus-recognized auxiliary organization and the spouse of any such current employee.
- B. Any retired nonstudent employee of either the University or a campus-recognized auxiliary organization and the spouse, widow or widower or any such retired employee.
- C. Any person who has formerly been an active member of this Club, but who does not currently meet the eligibility requirements set forth in A.

- D. Associate membership is open to persons employed as consultants or spouses of consultants as designated by the administration of the University.

384.3 Employee Organizations

The government Code (Section 3560 et. seq.) contains the provisions of the Higher Education Employer-Employee Relations Act (HEERA) which provides enabling legislation for collective bargaining in the CSU. University guidelines regarding employee organizations are described in AB 79-2. Employees have the right to decide whether or not to join and participate in employee organizations.

385 Leaves of Absence -- General Information

Leaves of absence may be granted for purposes of study, research, work experience or travel. The basis for granting leaves is that they will result in improved instruction or other direct benefits to the university program. The number of leaves granted during any one period is limited to a figure which will not be so excessive as to weaken the effectiveness of normal university operations.

In order that maximum benefit to the university program may be realized, an individual taking leave for the purpose of improving the university program will submit two copies of a post leave report to the dean or program administrator via the department head/chair within two months after return to work following the leave. The dean or program administrator will determine what further routing should be made of the report, keeping in mind its possible usefulness to others. The report should describe how the purposes stated in the approved leave request have been fulfilled and should include any additional information which might, in the opinion of the individual making the report, prove useful to other members of the campus community.

If it becomes necessary for the individual to change materially the plans which formed the basis on which the leave was approved, it is required that a substitute leave application be submitted for approval.

386 Leaves With Pay (See also collective bargaining agreement for faculty unit employees.)

386.1 General Principles

A. Purpose

Leaves of absence with pay may be granted faculty members for purposes of research, study, creative activity, service or travel appropriate to one's position at the University.

B. Eligibility

Full-time faculty unit employees, except coaches, shall be eligible for either sabbatical leave or a difference-in-pay leave if he/she has served full time for six years in the preceding seven year

period to the leave and at least six years after any previous sabbatical leave or difference-in pay. (Collective Bargaining Agreement for faculty employees, Articles 27 and 28.)

C. Compensation

Sabbatical leave compensation for academic year employees is as follows: one quarter at full pay; two quarters at three-quarter pay; or three quarters at one-half pay. The salary for a difference in pay leave for a faculty employee shall be the difference between the faculty employee's salary and the minimum salary of the Instructor rank.

386.2 Schoolwide Professional Leave Committees (SPLC)

A. Membership

One member shall be elected from each department by tenured and probationary faculty from that department. Eligible faculty for membership are tenured, not on the University Professional Leave Committee (UPLC) and not applying for a leave with pay.

Once elected, members of the committee serve two-year terms with one-half of the members being elected in even years and the other half in odd years.

B. Committee Chair

1. The committee chair must be a member of the SPLC and shall be elected by the members of the SPLC.
2. The chair is responsible for forwarding the school procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and SPLC recommendations to the dean.

C. Committee Functions

1. Review and/or recommend school leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.
3. Sabbatical and difference-in-pay applications that do not meet established University and school guidelines should be given a negative recommendation.
4. Recommend a priority ranking to the dean based on school procedures and criteria.

386.3 Library Professional Leave Committee (LPLC)

A. Membership

Eligible librarians for membership are tenured, not on the UPLC and not applying for a leave with pay.

Once elected, members of the committee serve two-year terms with one-half of the members being elected in even years and the other half in odd years.

B. Committee Chair

1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC.
2. The chair is responsible for forwarding the library procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and LPLC recommendations to the library dean.

C. Committee Functions

1. Review and/or recommend library leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.
3. Sabbatical and difference-in-pay applications that do not meet established University and library guidelines should be given a negative recommendation.
4. Recommend a priority ranking to the library dean based on library procedures and criteria.

386.4 University Professional Leave Committee (UPLC)

The UPLC of the Academic Senate shall be considered the Professional Leave Committee, as referenced in the collective bargaining agreement for faculty employees, Article 27.

A. Membership

1. One member shall be elected from each school and the library by tenured and probationary faculty unit employees from the school and library, respectively.
 - a. Eligible faculty for membership are tenured, not on the SPLC or LPLC, and not applying for a leave with pay.
 - b. The term of office of each elected member of the UPLC shall be two years.

- c. The representatives of the Schools of Agriculture, Business, Engineering, and Professional Studies and Education shall be elected in the spring of odd-numbered calendar years.
- d. The representatives of the library and of the Schools of Architecture and Environmental Design, Liberal Arts, and Science and Mathematics shall be elected in the spring of even-numbered years.

B. Committee Chair

- 1. The committee chair must be a member of the UPLC and shall be elected by the members of the UPLC.
- 2. The chair shall be responsible for forwarding recommended UPLC procedures and criteria, leave with pay applications, and priority rankings to the Vice President for Academic Affairs.

C. Functions

- 1. Recommend to the Vice President for Academic Affairs, after approval by the Academic Senate, changes in procedures and criteria and ranking leave with pay applications.
- 2. Recommend changes in leave with pay application response deadlines to the Vice President for Academic Affairs, after approval of the Academic Senate.
- 3. Review school/library leave with pay procedures and criteria for compliance with the collective bargaining agreement for faculty employees and university guidelines. Recommended changes shall be directed to the appropriate administrator with a copy to the Vice President for Academic Affairs.
- 4. Review all applications and the prioritization by school/library professional leave committees to ensure compliance with approved guidelines and quality of applications; inform the Vice President for Academic Affairs of any apparent inequities in those rankings; and make recommendations based on its findings.
- 5. Make ad hoc recommendations concerning the filling of such unused sabbatical leave vacancies which occur after the initial awarding.

D. Criteria

The UPLC shall evaluate each application for a leave with pay in accordance with the criteria established by and for the appropriate SPLC or LPLC.

E. General Characteristics

The following general characteristics are expected in proposals for leave with pay or with a difference-in-pay:

1. An abstract or summary of the proposal.
2. A detailed outline of the proposed plan of study, research or creative activity.
3. Supporting documentation from universities, employers, or institutions that might be sponsoring the project (if appropriate).
4. Annotated literature search indicating the need for the project (if appropriate).
5. A statement of the benefits that will accrue to the university, the applicant's profession, and/or to the students.
6. A statement of the probability of completion of the proposed project. This should include a statement of:
 - a. The feasibility of the proposal;
 - b. The applicant's background in relation to the proposal;
 - c. The amount of preparation for the leave as evidenced by advanced study or research (if appropriate).
7. A statement of the urgency of the proposed leave in terms of its benefit to the university.

F. Procedures

1. Each member of the UPLC shall individually and separately review the professional leave applications, which shall be kept in the Personnel Office.
2. Each member of the UPLC shall make such notes as will be adequate to enable him/her to make comparative judgments on the relative merits of the applications for leaves with pay.
3. After each UPLC member has been allowed sufficient time to examine the professional leave applications, the UPLC shall meet in plenary session to discuss the relative merits of the proposals.
4. The UPLC shall adhere to establish quotas by school (library), based on the number of faculty eligible.
 - a. The number of sabbatical leaves allocated to the university will be distributed on an equitable basis among the schools and the library.

- b. Guidelines for distributing sabbatical leaves include an initial distribution of one professional leave to each school and the library, with the balance of the allocation to be distributed according to the ratio of eligible faculty members in the respective schools and the library to the total eligible faculty in the university.
 - c. In the event sufficient applications are not received by any school or the library, the UPLC will recommend a redistribution of the unfilled leaves to the other schools (and/or the library) after considering an equitable distribution in accord with the past practice.
 - d. In the event the actual university quota of fundable leaves is less than the projected quota initially used the UPLC shall compute the revised school quotas.
 - e. The UPLC shall annually review the rounding-off of fractions of leaves allocated to the various schools and the library and use this information to establish an equitable allocation pattern over a period of years.
5. The UPLC shall examine the schoolwide rankings to:
- a. Verify that proper school procedures and criteria for evaluation were used.
 - b. Identify apparent inequities in school rankings because of failure to use proper procedures and/or criteria at the school level;
 - c. Identify apparent deficiencies of applications in one or more of the general characteristics enumerated in E.1 - E.7 above.
6. If an application is found deficient in one or more of the general characteristics enumerated in E.1 - E.7, or if additional information is desired by the committee, the chair of the UPLC shall request the information from the chair of the appropriate SPLC or from the LPLC.
- If the information requested is not provided, the UPLC shall include in its report to the Vice President for Academic Affairs a statement of the apparent deficiency.
7. If the UPLC determines that an apparent inequity exists in the rankings of a SPLC or the LPLC, the chair of the UPLC shall report the apparent ranking inequity to the dean and to the chair of the appropriate SPLC (LPLC).
8. In a conference of three, the chair of the UPLC, the dean and the chair of the SPLC (LPLC) shall either affirm the ranking of the SPLC (LPLC) or shall put forth a revised list.

9. The UPLC shall not provide an "a priori" universitywide ranking. Rather, it shall make ad hoc recommendations concerning the filling of such vacancies as may exist.
 - a. If a faculty member granted a leave subsequently withdraws his application, the UPLC shall recommend a candidate after considering the highest alternates on the priority lists submitted by the school (library).
 - b. If the vacancy cannot be filled from among the remaining applicants of the school (library) involved, the UPLC shall recommend candidate(s) after considering Item F.4.e above.
10. Requests by an applicant for a change from a difference-in-pay leave to a sabbatical leave may not be made after the professional leave applications have been forwarded to the UPLC (in early January).
11. Postponements from one academic year to a subsequent academic year shall not be authorized. This would allow the postponement of a leave from one quarter to another quarter within the same academic year, which is not uncommon and allows faculty some flexibility between the time of their initial application and the commencement of the leave.

386.5 Calendar for Processing Leave Applications

October 15	Leave with pay eligibility lists are distributed and deadlines are announced by the Personnel Office. Deans advise department heads and department heads notify eligible employees of eligibility and deadlines.
November 1	Candidates are responsible for submitting applications for leaves with pay to department heads.
November 9	Applications are forwarded to deans with department head's recommendations following consultation with departmental faculty. The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a leave with pay (collective bargaining agreement for faculty employees, Articles 27 & 28).
November 15	Applications are forwarded to the SPLC/LPLC by the dean.
Wednesday of Fall Qtr Finals Week	SPLC and the LPLC shall complete its review of applications and interview all leaves with pay candidates on or before this date.
Friday of Fall Qtr Finals Week	Priority lists recommended by the SPLC/LPLC are forwarded to the deans.

- January 10 Deans forward a copy of their recommendations and priority lists, the SPLC's/LPLC's recommendations, all applications, and a report of the criteria and procedures followed in the recommendations process to the UPLC via the Vice President for Academic Affairs.
- January 11 - February 14 UPLC reviews school/library procedures and criteria for compliance, reviews applications, and develops a priority ranking of all applicants. Recommendations on priority are forwarded to the Vice President for Academic Affairs by February 14.
- February 25 The Vice President for Academic Affairs notifies applicants of action on applications. Such actions are subject to fiscal appropriations which are proposed for inclusion in the budget.
- February 25 - March 25 UPLC recommends changes in school/library procedures and criteria to the Vice President for Academic Affairs with a copy to the appropriate deans. The UPLC recommends to the Chair of the Academic Senate and to the Vice President for Academic Affairs any changes in its procedures, criteria, or the Calendar for Processing Professional Leave Applications.

Whenever one of the above dates falls on a weekend or academic holiday, that deadline is extended to the next regular scheduled academic work day.

386.6 Special Leaves for Research or Creative Activity

The program for special leaves for research or creative activity was established by the State Legislature and is set forth in the California Administrative Code, Title 5, Section 43050-43053, and the annual budget act. The Academic Senate Research Committee is responsible for reviewing applications and making recommendations to the Vice President for Academic Affairs. This type of leave with pay permits faculty members to undertake specified research projects or creative activity leaves for one quarter or two quarters on full-time pay. These leaves provide for research in the broad sense, including all systematic studies conducted for the expansion of knowledge in any field of learning appropriate to the function of the university and creative work in the arts and humanities as well as scientific and technological investigation. Additional information on this program is available from the Graduate Studies and Research Office.

386.7 Advance Quarter Off With Pay

After one academic year of full-time service, a faculty member may be permitted to take one regular quarter off with pay in lieu of a vacation quarter, i.e., summer quarter. Whenever such an advance quarter off with pay is granted, the faculty member is obligated to work a quarter of service between the end of the faculty member's academic year and the beginning of the next academic year or, in rare

circumstances, during a succeeding four-quarter period. (5 Cal. Adm. Code 42901.) Authority for granting advance quarters off with pay has been delegated by the University President to the appropriate school dean. The dean will advise the President and the Vice President for Academic Affairs when such approvals have been given.

387 Leaves Without Pay

387.1 Fifteen-Day Leave

A faculty, support staff, or Management Personnel Plan employee may be granted a leave without pay not to exceed 15 working days if approved by the individual's department head/chair. Approval of such leaves for department heads/chairs is by the appropriate dean or program administrator. Applications for such leave should be submitted on Form 634, "Absence Request."

387.2 Sixteen-Day or Longer Leave

A full-time or part-time tenured/permanent faculty or support staff employee or Management Personnel Plan employee may be granted a leave without pay for more than 15 days but normally not exceeding one year for health, welfare, benefit to the university, or other satisfactory reason. Authority to approve such a leave has been delegated by the President to the appropriate dean or program administrator, who will advise the President when such approvals have been given. Leaves without pay beyond one year should be approved and renewed, when appropriate, on an annual basis.

Leaves without pay for full- or part-time lecturers or temporary nonacademic employees may be granted to persons in these categories only when their return to campus would occur within the committed period of employment. For example, in the case of an emergency or other justifiable reason, a short leave without pay could be approved, provided the employee was returning prior to the end of the quarter or period for which appointed. A leave without pay may not be granted to temporary employees in instances where their return from leave would be outside the contract period of employment. This is applicable to all types of leaves without pay, including maternity leaves. (See CAM 388.)

A. Application Procedure -- Support Staff Members

1. A completed Form 190 (available in Personnel and Employee Relations, submitted in time for proper administrative action, must be presented to the department head/chair.
2. Department head/chair forwards application with a recommendation to dean or program administrator.
3. Dean or program administrator acts on the leave request after appraising the application on the basis of benefit to the individual and the university.

4. If the application is approved, the dean or program administrator informs the Payroll Office and Personnel and Employee Relations. Personnel and Employee Relations will notify all appropriate parties of the approval (for benefits administration, etc.)
5. The Payroll Office prepares the necessary documents for processing the leave of absence.

B. Application Procedure -- Faculty and Management Personnel Plan Employees

Requests for leave without pay for personal or professional reasons must be submitted in writing to the department head/chair in time for proper administrative action. The request shall contain the period of leave, beginning and ending dates, the purpose of the leave, and the way in which the leave will benefit the individual and/or the university. See also collective bargaining agreement for faculty unit employees.

C. Reinstatement

The individual to whom a leave has been granted is entitled to reinstatement to the position held before the leave was granted if the position still exists, or to any other comparable vacant position for which the individual is qualified. Just as the university has obligated itself to re-employ the individual upon the completion of a leave, the individual agrees in accepting the leave to the moral obligation to return to employment for a period of time at least equal to the period of the leave, unless the two parties mutually agree to other arrangements, or in the event of layoff or other action which is not the fault of the employee.

D. Retirement

The time during which an employee is on leave is not credited toward retirement unless the Public Employees Retirement System -- PERS -- approves the leave as eligible for credit; for instance, credit may be approved if the leave is for service with a college, university, a local, state, federal, or foreign governmental agency, or a nonprofit organization. (To receive credit, the employee must pay the retirement contributions in an amount which would have been made had the employee not been absent plus the contributions the State would have paid.) The period of any such leave of absence does not constitute a break in the continuity of service required toward retirement. (See Government Code 20860.5 for other provisions.)

E. Credit for Service - Faculty

(See collective bargaining agreement for faculty unit employees.)

387.3 Military Leave

An employee who enters military service may be granted a military leave upon furnishing a copy of the military orders to Personnel and Employee Relations through the supervisor. Military leaves are classified into three types: emergency, temporary, and indefinite.

- A. An emergency leave shall be granted to a current California State University employee if he/she is ordered to active duty as a National Guard member during a proclaimed state or national emergency. Such an employee is entitled to receive normal salary for up to 30 days. After the 30-day period, employees should apply for a leave without pay, using the proper campus procedures. No requirement exists for a specified length of employee-service for the emergency military pay.
- B. An employee who is a reservist or National Guard member and who is ordered to temporary active duty is entitled to a temporary military leave for the duration of active duty, up to 180 calendar days. If the employee has at least one year of State service immediately prior to the date on which the leave begins, the employee is entitled to receive normal salary for up to 30 calendar days, after which a leave without pay should be requested.
- C. An employee may be granted an indefinite military leave if the President of the United States or Congress declares a condition of war or national emergency, or when the United States armed forces are serving outside of the United States at the request of the United Nations, or when there is a national conscription act in effect. If the employee has at least one year of state service immediately prior to the date on which the leave begins, the employee is entitled to receive normal salary for up to 30 calendar days, after which a leave without pay should be requested.

An employee granted military leave of absence has the right to return to a position in the employee's former classification and receive the salary rate which would have been paid had the employee continued on the job, including any salary increases which would have been received. Employees anticipating a military leave should contact the Personnel Office for additional information.

388 Maternity Leave Policy and Benefits (formerly CAM 345.4)

A. Sick Leave

It is the policy of The California State University that women shall not be penalized in their positions of employment because they require time away from work for childbearing. Pregnancy, or any disability caused by or contributed to by pregnancy, must be considered justification for use of sick leave if a woman's condition prior to delivery is such that her doctor believes she should take leave. Other incapacities during the course of a pregnancy such as miscarriage, etc., are valid reasons for the use

of sick leave and will be treated in the same way as any other illness or disability. Repeated absences associated with pregnancy may suggest a need for medical attention and a physician's certification may be required to substantiate the need for sick leave. Following childbirth, beginning with the date of delivery, up to ten days of sick leave will be routinely approved without certification by a physician. If incapacitation should exceed ten days, submission of a physician's statement is required.

B. Nonindustrial Disability Benefits

Nonindustrial disability benefits (See CAM 380.1) for pregnancy are available under the same terms and conditions as any other nonwork related illness or injury. Upon doctor's certification that the employee is unable to work because of pregnancy, benefits may be provided for up to a maximum of 26 weeks.

An application for nonindustrial disability benefits may be obtained from Personnel and Employee Relations.

C. Leave of Absence Without Pay

It is the policy of the California State University that upon request of any permanent female employee, a leave of absence without pay for up to one year should be granted to the employee for the purposes of pregnancy, childbirth, and recovery. (See also collective bargaining agreement for faculty unit employees for provisions covering maternity/paternity leave without pay for up to one year for tenured faculty members.)

390 MISCELLANEOUS PERSONNEL POLICIES

391 Civil Service and other Governmental Examinations/Interviews

Upon request, an employee shall be permitted time off with pay to take any civil service examination or other examination/interview required for governmental employment during work hours. This includes interviews for other positions on campus.

392 Staff Members' Attendance at Meetings of University Committees and Councils

Members of the staff may be given reasonable time off from their regular duties to attend meetings of universitywide committees and other administratively appointed special or ad hoc committees of which they are members. Employees representing the staff should meet with their supervisors prior to meetings to make necessary time-off arrangements.

It is the supervisor's responsibility to see that work schedules are arranged so that staff committee members can attend such meetings.

393 Academic Position Titles

Full-time or part-time faculty are authorized to use only the academic title which agrees with the level of their respective payroll classifications, i.e., teaching assistant, lecturer, instructor, assistant professor, associate professor, or professor. When a faculty member is also a department head/chair, program coordinator, etc., that authorized title may be used alone or together with the proper payroll title.

394 University Identification Card

In the interest of providing faster and more economical services to students and employees, an identification card system has been established. The university identification card is the official ID card for enrolled Cal Poly students and employees, including employees of the university's official auxiliary organizations. It bears the photograph and signature of the holder, and may be used to authenticate the authorized holder's eligibility to participate in events or activities for which participation has been limited to enrolled Cal Poly students and/or employees.

Each enrolled student is charged a mandatory identification card fee to cover costs and is provided a card upon initial registration; the card is valid when accompanied by the holder's registration receipt for the current quarter.

University employees, including employees of the University's official auxiliary organizations, are furnished an initial card at the expense of the university or the employee's auxiliary organization. Lost or

mutilated cards may be replaced, subject to a \$5.00 charge for each replacement, payable to the California Polytechnic State University, Employee-held cards are valid for current employees only, and will be surrendered when employment with the university is terminated.

Lost cards should be reported to and replacement cards may be ordered from the ID Card Office.