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HR Highlights

Human Resources Management, California State University, Los Angeles
(323) 343-3694



www.calstatela.edu/univ/hrm/

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Staff Awards Ceremony

Cal State L.A. held its 35th Annual Staff Awards ceremony on Monday, June 15, 2009, at the Golden Eagle Ballroom. The event recognized employees with 10, 15, 20, 25, 30, 35 and 40 years of service to the University and honored this year's Outstanding Staff recipient, **Monica Ling**, Nursing. The Staff Awards program also included University Auxiliary Services, University-Student Union and Associated Students, Inc. employees.

The following employees were recognized for their years of service:

10-year

Christopher Castoreno, University Police; **Lisa Deboef**, Upward Bound Programs; **Fausto Esquivel**, University Police; **Ulysses Gutierrez**, University Police; **Lauren Haramoto**, Charter College of Education; **Nelson Herrera**, Kinesiology and Nutritional Science; **Christina Hua**, University Library; **Peter Jones**, Theatre Arts and Dance; **Sandy Kwong**, University Library; **Chris Lam**, Health and Human Services; **Monica Ling**, Nursing; **Raymond Lomax**, Student Health Center; **Armando Marquez**, Printing Center; **Claudia Martinez**, Business Financial Services; **Maria Murillo**, Geological Sciences; **Pilar Perez**, University Auxiliary Services; **Janet Phu**, Admissions; **Maria Scoglio**, Special Education and Counseling; **Reyna Torres**, University Tutorial Center; **Gina Valdez**, University Auxiliary

Services; **Karen Von Lawn**, Applied and Advanced Studies in Education; **Bryon Wada**, University Library; **Phillip White**, Office for Students with Disabilities

15-year

Esther Couttolenc, Charter College of Education; **Edmund Gean**, IT Infrastructure Services; **Rosa Jimenez**, Engineering, Computer Science and Technology; **Richard Maddox (2008)**, Early Entrance Program; **Gloria Mendoza**, Academic Affairs; **Jesse Murillo**, Chemistry and Biochemistry; **Nick Santoianni**, Administrative Technology; **Jerri Shean**, Extended Education; **Judy Wynne**, Luckman Fine Arts Complex; **Alisa Zepeda-Madrid**, Educational Opportunity Program

20-year

Efren Flores, Facilities Services; **Yolanda Galvan**, English; **Rosario Guerrero**, Facilities Services; **Robin Hall**, Extended Education; **Ronald Johnson**, Physics and Astronomy; **Henry Liao**, IT Infrastructure Services; **Gabriel Magana**, Facilities Services; **Rosa Mejia**, University Police; **Teresa Metcalf-Yzaguirre**, Student Services; **Lan Nguyen**, Business Financial Services; **Roger Nuñez**, Facilities Services; **Michael Obermeyer**, Engineering, Computer Science and Technology; **Cristina Seanez-Berkley**, Finance and Business Law; **Linda Thome-Loera**, Extended Education; **Michael Tureaud**, Facilities Services

25-year

Kathy Anderson, Registrar's Office; **James Divecchio**, University Police; **Christine Dosland**, University Police; **Brenda Edmond**, Extended Education; **Richard Gutierrez**, Property Management; **Ramona Martinez**, Disbursement; **Barbara Pereida**, Undergraduate Studies; **Tony Salazar**, Student Financial Aid; **Janet Yup**, Budget Administration

30-year

Sheila Blaise, Engineering, Computer Science and Technology; **Paul Drozd**, Facilities Services; **Beatriz Encinas**, Education Opportunity Program; **Sara Hart Tobin**, Physics and Astronomy; **Terryl Hunter**, Admissions; **Thien-Thanh Loi**, IT Financial and Support Services; **Henry Matsumura**, IT Help Desk Account Services; **Linda Nuñez**, Admissions; **Patricia Quan**, Biology and Microbiology; **Denise Watson-Cross**, Human Resources Management

35-year

Yvonne Hasegawa, University Library; **Raul Leyva**, Facilities Services; **Denise Pike**, Admissions; **Jill Setsuda**, Charter College of Education; **Peggy Wong**, University Library

40-year

Lucille Burgess, Enrollment Management (posthumous)



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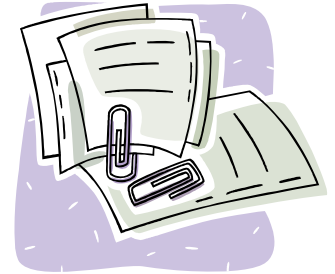
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Staff Appointments

Offers of employment are extended by Human Resources Management. Keep in mind that employees cannot begin their appointment until the offer has been authorized and extended by Human Resources Management. For questions regarding hiring practices, please contact Workforce Planning at extension 3-3668.

following documents when submitting a request for an emergency appointment:

- 1) Personnel Requisition form
- 2) Position Description
- 3) Working Conditions Demand Form
- 4) Organizational Chart
- 5) ETF with appropriate signatures/authorization
- 6) Employment application



Emergency Staff Appointments

Human Resources Management requires the

These forms and other HR-related forms can be found in HRM Public Folders.

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Web-author training now available!

The Office for Equity and Diversity (OED), in cooperation with Information Technology Services (ITS), wants to advise all web-authors that training is now available to assist in producing and/or maintaining Web sites, which are compliant with the requirements of the Accessible Technology Initiative (ATI).

As announced in prior newsletters, the ATI requires that all material on the University Web site be accessible to all users, regardless if they have or don't have a disability. To this end, ITS scheduled web-author training to assist all faculty, staff, and student assistants that either create material that is placed on the University

Web site and/or maintain a University Web site. ITS initially offered three sessions in late May and is currently planning to offer additional training in either June and/or July 2009 (exact dates to be determined).

Topics to be covered in the training include downloading and installing AccVerify (an automated accessibility testing tool available for all CSU members), running and interpreting AccVerify accessibility reports, fixing common accessibility errors (e.g., alt text, table headers, and tab index), and downloading and installing other accessibility tools.

OED strongly encourages faculty, staff and student assistants that create material that is placed on the University Web site and/or maintain a University web site to sign-up for the next sessions that ITS will be providing.

For additional information on the ATI, please contact the equity and diversity coordinator, Monica Martinez, at extension 3-3040 or e-mail at mmartinez2@cslanet.calstatela.edu or Federico Vargas, equity and diversity specialist, at extension 3-3041 or e-mail at FVargas@cslanet.calstatela.edu You can also obtain information at <http://www.calstatela.edu/accessibility/ati/>

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New COBRA Provisions

The American Recovery and Reinvestment Act of 2009 (ARRA) provides for a 65% COBRA Premium Reduction (COBRA Subsidy) of employer sponsored group health plans (health, dental and vision) for a maximum of nine months for involuntarily terminated employees (and eligible family members) who are eligible for COBRA at the time of termination. ARRA is applicable to involuntary terminations that occur between September 1, 2008 and December 31, 2009. Involuntarily terminated employees are entitled to up to 18 months of COBRA eligibility; however, the COBRA Subsidy cannot exceed the nine month maximum.

For more information, please refer to <http://www.calstate.edu/HRAdm/pdf2009/TL-BEN2009-02.pdf>

Fee Waiver

Employees and dependents have to be admitted to a CSU campus before submitting fee waiver forms to the Benefits Office.

Five to 10 business days should be allowed for the Benefits Office to notify employees of fee waiver approval. This approval time frame begins the first day that the fee waiver request (complete with all appropriate signatures) arrives in the Benefits Office. Additionally, fee waiver requests for a particular quarter are not accepted in the Benefits office after that quarter's start date. Employees and dependents requesting fee waiver for enrollment at other CSU campuses must adhere to the deadlines of those campuses.

For questions regarding the fee waiver program please contact the Benefits Office, extension 3-3651.

Planning Your Retirement Classes

This class is for those within five years of retirement and will provide information on how to maximize your retirement benefit, how your retirement benefit is calculated, the steps that you need to take prior to retiring, and the retirement application process. To enroll, employees should go to <https://my.calpers.ca.gov/> (Login ID and password are required) or call toll free 888-225-7377. Classes are scheduled as follows:

<u>Morning Classes</u>	Dates:	July 1, July 7, July 22, July 25, July 28, 2009
	Time:	9 to 11:30 a.m.
	Location:	CalPERS Glendale Regional Office
	Room:	Workshop Room
	Address:	655 N. Central Ave. Ste 1400 Glendale, CA 91203
<u>Afternoon Classes</u>	Dates:	July 1, July 7, July 22, July 30, 2009
	Time:	1 to 3:30 p.m.
	Location:	CalPERS Glendale Regional Office
	Room:	Workshop Room
	Address:	655 N. Central Ave., Ste 1400 Glendale, CA 91203
<u>Evening Class</u>	Date:	July 14, 2009
	Time:	6 to 8:30 p.m.
	Location:	CalPERS Glendale Regional Office
	Room:	Workshop Room
	Address:	655 N. Central Ave. Ste 1400 Glendale, CA 91203

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Benefits Eligibility for Lecturers and Coaches

Lecturers and coaches are eligible for benefits if appointed for two consecutive quarters and have at least six weighted teaching units to be eligible for benefits. Lecturers and coaches with multiple appointments at one or more CSU campuses are eligible for benefits if appointed for one semester or two consecutive quarters in at least one appointment and maintain at least six weighted teaching units combined from all appointments at all times. Once enrolled in benefits, lecturers and coaches who do not maintain a minimum of six weighted teaching units will cease to be enrolled in benefits and will be offered COBRA. You are encouraged to contact the Benefits Office at extension 3-3651 with any questions regarding this.

ScholarShare

The ScholarShare College Savings Plan is California’s official 529 plan. It is sponsored by the ScholarShare Investment Board, an agency of the State of California, and managed by Fidelity Investments. Contributions, plus earnings, can be used for qualified higher education expenses at virtually any accredited college nationwide. Withdrawals are federal and California state income tax-free when used to pay for qualified higher education expenses and 529 assets have a low impact on financial aid eligibility. With as little as \$15/month, ScholarShare Plan Accounts may be opened. Contributions can be made automatically from your bank account, Fidelity account, or with direct deposit from your paycheck. For more information or to open an account, log on to www.ScholarShare.com or call 1-800-544-5248.

Keep HRM Updated

It is absolutely imperative that employees read and understand the succeeding information regarding emergency contacts, designees for receipt of last payroll warrants, and life insurance beneficiaries. We are continuing to have instances where employees have passed away never having updated this information with Human Resources since the time of hire. In many cases, the emergency contact and designee persons are no longer at the addresses/phone numbers provided or have even preceded the employee in death.

❖ **EMERGENCY CONTACT**

Official emergency contact information (name, address, and phone number) is maintained in Human Resources Management. Over time, emergency contact phone numbers and/or addresses may change, and there may be life changes (divorce, separation, death) that necessitate providing a new emergency contact name. Employees must remember to continuously ensure that their emergency contact information is current. To change emergency contact information, employees must complete the appointment/change form at the HRM reception desk, Administration 606.

❖ **DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS** (Gov. C., Sec. 12479)

“Any person now or hereafter employed by the state may file with his appointing power a designation of a person who, notwithstanding any other

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provision of law, shall, on the death of the employee, be entitled to receive all warrants that would have been payable to the decedent had he survived. The employee may change the designation from time to time. A person so designated shall claim such warrants to the claimant. A person who receives a warrant pursuant to this section is entitled to negotiate it as if he were the payee.”

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The law permits state employees to designate an individual who, upon the death of the employee, shall be entitled to receive and negotiate SCO pay warrants payable to that employee had the employee survived.

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Employees complete the “Designee” information at the time of being processed in Human Resources as a new employee. Unfortunately, employees don’t remember to change this designation information as life changes occur such as divorce, death (designee actually precedes the employee in death), or something as simple as a change in address and phone number of the designee.

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It is imperative that employees remember to continually update designee information. An employee’s designation remains in effect throughout employment with CSULA unless it is superseded by a new designation form filed in Human Resources. The designation will automatically terminate on the date of the employee’s separation from CSULA. Employees wishing to change their designee information should do so at the HRM reception desk, Administration 606. Failure to keep designee information current may result in final pay warrants of deceased employees having to go into probate.

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❖ **GROUP LIFE AND AD&D INSURANCE**

Benefits-eligible employees in an executive, management, confidential, unit 3, teaching associate, unit 4, unit 8 or CSUEU (units 2, 5, 7, 9) position are covered by employer-paid Life and AD& D insurance underwritten by The Standard Insurance. Beneficiary designations should be filed and/or changed directly with The Standard. Employees must remember to update beneficiary information as life changes necessitate. The Standard Insurance Beneficiary Designation and Change Form and instructions for completion may be found at <http://www.standard.com/mybenefits/csu/basic.html>. This form is to be mailed directly to The Standard at the address provided on the form.

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❖ **PRE-RETIREMENT DEATH BENEFITS— CALPERS GROUP-TERM LIFE INSURANCE**

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This is a tax-free lump sum benefit paid to the same beneficiary who will receive the Basic Death Benefit. Employees should update beneficiary information with CalPERS as necessary. The CalPERS Beneficiary Designation form (PERS-BSD-241), along with instructions for completion, is available at <http://www.calpers.ca.gov>. Click on the Forms and Publications Center, choose the “Still Working” link, and then select “Naming a Beneficiary.” This form has to be mailed directly to CalPERS at the address provided on the form.

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Employees who do not have access to the Web may pick up copies of any of the above-mentioned forms in the Benefits Office, HRM reception desk, Administration 606.

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New Staff Member

Human Resources would like to welcome Amanda Klitgaard, faculty affairs coordinator. Klitgaard comes to us from Cal Poly Pomona, where she offered budgetary support to colleges. She has more than four years' experience working with faculty-related transactions. She will oversee the temporary faculty employment process and provide assistance to our training and development program.

Ongoing Training Series

Human Resources has had the pleasure of offering staff and management training sessions in partnership with the University EAP service Community Action EAP (CAEAP) – Educational Services and Seminars. For those of you interested in attending, the following workshops remain. Two sessions of the same workshop have been arranged to provide for flexibility in scheduling.

For staff:

<u>Topic</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Workplace Communication	June 17	9:30 or 11 a.m.	E & T B108
Conflict Resolution	June 30	2:00 or 3:30 p.m.	KH D4047

For management:

Constructive Confrontation	June 19	9:30 a.m. or 1 p.m.	Applied Gerontology (C100)
Supervising Difficult People	July 8	9:30 a.m. or 1 p.m.	KH D4047
Promoting a Team Approach	August 26	9:30 a.m. or 1 p.m.	KHD4047
Understanding Collective Bargaining Agreements	September 23	9:30 a.m. or 1 p.m.	KHD4047

If you are interested in signing up for any of the sessions, please call Stacy Yoshida at extension 3-3693 or email syoshida@cslanet.calstatela.edu.

As this is campus-sponsored training, the use of leave credits is not required for attendance. Be sure to seek approval from your supervisor prior to registering. Seating is limited and on a first-come first-served basis.



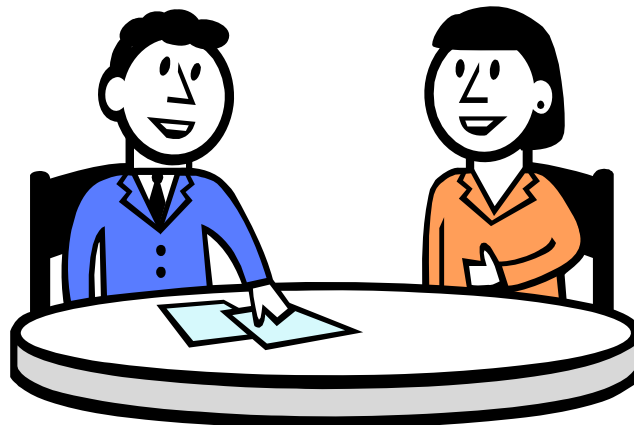
Performance Evaluations 2009

REMINDER: It is time to complete the annual staff performance evaluations for fiscal year 2008-2009. Below please find helpful information regarding various employee groups. All completed performance evaluations should be sent to Human Resources Management, Administration 606, Attention: Yolanda Aguiar marked "Confidential."

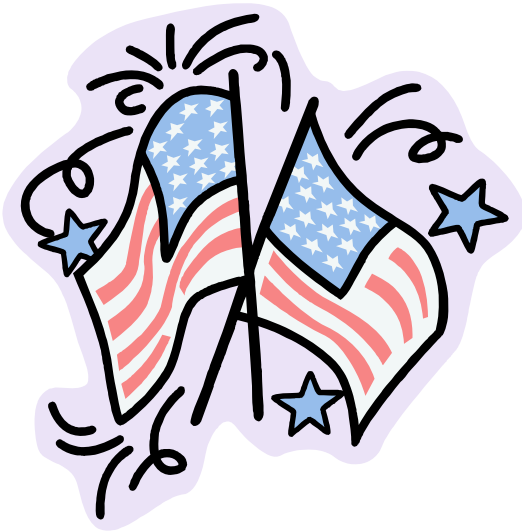
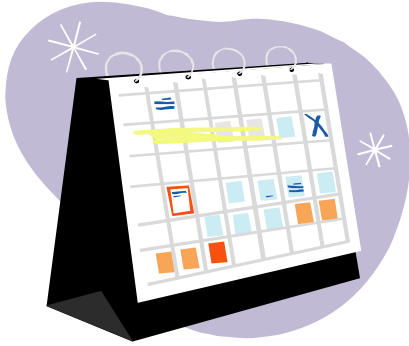
Employee/Bargaining Unit	Draft Due to Employee	Completed Original Due in HRM
California State University Employees Union (CSUEU) – Units 2, 5, 7, 9 Article 10	5 days prior to finalization	July 31, 2009
Union of American Physicians and Dentists (UAPD) – Unit 1 Articles 13.3 and 13.4	N/A	July 31, 2009
Academic Professionals of California (APC) – Unit 4 Article 18	14 days prior to finalization	July 31, 2009
State Employees' Trades Council (SETC) – Unit 6 Article 12	N/A	July 31, 2009
Statewide University Police Association (SUPA) – Unit 8	N/A	July 31, 2009
Confidential (C99)	N/A	August 3, 2009
Management Personnel Plan (MPP)	N/A	August 3, 2009

****Did You Know****

The various staff performance evaluation forms can be found in Outlook Public Folders and on the Human Resources Management web page (www.calstatela.edu/univ/hrm/). Just click the HRM forms button and scroll down to the Staff Performance Evaluation link.



Payroll Highlights



- Payroll/Personnel transactions for FY 08/09 should be entered into PeopleSoft no later than June 17, 2009. Please work with your payroll technician to ensure correct reporting for year-end.
- Non-resident alien (NRA) student appointments expire June 30, 2009. New appointments must be made via an ETF effective July 1, 2009 or after with an expiration date of June 30, 2010, or the expiration date of the current I-20 form, whichever is sooner. All appointments must be routed and approved by the Career Center. In addition, I-20s that will expire June 2009 must be extended prior to appointment for the new fiscal year. Students must contact International Students for an extension. Students are not authorized to work with an expired I-20 form.
- Holiday Informal Time Off must be used by June 30, 2009 or it will be forfeited.
- The next campus holiday is Friday, July 3, 2009, in observance of Independence Day.
- Final payment for the spring quarter faculty appointments will be issued on July 10, 2009.
- The deadline to enter part-time faculty appointments into PeopleSoft for fall 2009 is August 24, 2009.
- All student and positive pay employees are now entering time worked into PeopleSoft Time & Labor. If you experience any problems, please call the Payroll office immediately at extension, 3-3680.

Human Resources Management

Front Desk	(323) 343-3694
Fax	(323) 343-3662
Dial-A-Job	(323) 343-3678
TDD	(323) 343-3670

Employee/Labor Relations

Lisa M. Sanchez, Director, HRM	(323) 343-3673
Yolanda Aguiar, Employee Relations Coordinator	(323) 343-3654

Benefits

General Information	(323) 343-3651
Deborah Williams, HR Manager	(323) 343-3676
Jessica Gonzalez, Benefits Coordinator (A-L)*	(323) 343-3663
Julie Flores, Benefits Coordinator (M-Z)*	(323) 343-3675

*Provides services to employees by last name

Compensation/Classification

Deborah Williams, HR Manager	(323) 343-3676
Esmey Morales, HR Specialist	(323) 343-3664

Workforce Planning

General Information	(323) 343-3668
Vacant, (Susie Varela, Interim Workforce Planning Manager)	(323) 343-5190
Erika Alvarez, Workforce Planning Coordinator	(323) 343-3671
Diana Avila, Workforce Planning Coordinator	(323) 343-3672
Vivian Arendt, Workforce Planning Coordinator	(323) 343-3665
Jessica Hall, Human Resources Assistant	(323) 343-3694
Wendy Xiong, Data Entry Clerk	(323) 343-3666

Office for Equity and Diversity

Federico Vargas, Equity and Diversity Specialist	(323) 343-3041
Monica Martinez, Equity and Diversity Coordinator	(323) 343-3040

Faculty Affairs

Susie Varela, Assistant Director, HRM	(323) 343-3691
Juanita V. Arreola, Faculty Affairs Lead	(323) 343-3661
Amanda Klitgaard, Faculty Affairs Coordinator	(323) 343-3660
Stacy Yoshida, Faculty Affairs Assistant	(323) 343-3693

Payroll

Blanca Rodriguez, Payroll Services Manager	(323) 343-3690
Debra Hernandez, CMS – Payroll Analyst	(323) 343-3688
Delia Sanchez, Lead Payroll Technician	(323) 343-3686
Nerissa Verzani, Payroll Technician	(323) 343-3695
Violet Salcido, Payroll Technician	(323) 343-3692
Sandra Esparza, Payroll Technician	(323) 343-3698
Vacant, Payroll Technician	(323) 343-3696
Amy La, Receptionist	(323) 343-3680

Workers' Compensation

Denise Watson-Cross, Workers' Compensation Coordinator	(323) 343-3657
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We're on the Web! Visit us at: <http://www.calstatela.edu/univ/hrm/>