

HR Highlights

Human Resources Management, California State University, Los Angeles
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Benefits

Benefits Fair

The 2009 Benefits Fair is on Tuesday, September 29, 2009. Representatives are expected from Blue Shield, Kaiser Permanente, PERS Choice, PERS Care, Delta Dental, Vision Services Plan, Standard Life, and A+ Auto and Home Insurance. Application Software Incorporated will also be on hand to provide information and answer questions about the Health Care Reimbursement (HCRA) and Dependent Care Reimbursement (DCRA) programs. Also in attendance will be representatives from the five tax-shelter annuity 403(b) companies offered at CSULA: Fidelity, ING, MetLife, VALIC, and TIAA-CREF. Watch for upcoming announcements via e-mail and campus mail.



Benefits Fair
Tuesday,
September 29, 2009
10 a.m. – 2 p.m.
Applied Gerontology Institute
Room C98
Salazar Hall

CSU Furlough Program: Benefits and Leave Information

Compensation

Base pay is *not* changed as a result of furloughs. There is a reduction in pay, however, based on two unpaid furlough days per month. Part-timers are furloughed on a prorated basis.

Health, Dental, and Vision Benefits

There is no impact to an employee's eligibility for health, dental or vision benefits. Eligibility for benefits is based on time base and length of appointment. Furlough days taken within a given pay period do not change the time base, nor will furlough days alter the established duration of appointment, as in the case of a temporary appointment.

Benefits (continued)

Employer Paid Life Insurance, AD&D, and Long-Term Disability Plans

These benefit program premiums are paid by the CSU and there is no impact to the benefit received by an eligible employee.

Flexible Spending Plans (HCRA, DCRA, FlexCash)

Health Care Reimbursement Account: HCRA is not impacted by the furlough program. Please note that being placed on a furlough is not a qualifying event for the purpose of reducing or changing HCRA deductions.

Dependent Care Reimbursement Account: DCRA may be impacted by the furlough program due to a reduction of hours and significant change in dependent care expenses. In order for an employee to cancel or decrease DCRA deductions due to reduction of hours, there must be a demonstration of a gain or loss of eligibility to enroll in DCRA. However, an employee who experiences a significant change in cost of child care or experiences a change in child care providers may either enroll, cancel, decrease or increase contributions based on this reason.

FlexCash: FlexCash is not impacted by the furlough program as it is based on benefits eligibility criteria.

Employee Fee Waiver

There is no impact to this program.

Voluntary Life Insurance

There is no impact. The voluntary life premium is based on coverage amount selected by the employee and is not income based; therefore, there is no impact to the benefit received by an eligible employee.

Tax Shelter Annuity Programs

There is no impact. Maximum contribution rates are not impacted by the furlough program although employees are encouraged to review their contribution in light of the reduction in salary.

Retirement

CalPERS: Generally, a full-time employee on a two-day per month furlough plan who works continuously during the entire fiscal year (FY), will earn a year of service credit (1.0). (This includes Academic Year (AY) faculty who make CalPERS contributions over 12 months.) However, certain full-time employees may see a reduction in service credit as a result of the furlough program. The following are examples:

1. Employees with appointments of less than 12 months in the FY (start employment after July 1 or end employment before June 30);

Benefits (continued)

2. Employees who do not work continuously during the entire FY; and
3. Employees who have a period of unpaid leave during the year.

Part-time employees accrue a proportionately reduced amount of service credit during a fiscal year based on their time base and the same general rules as stated above apply to them as well when they are on a furlough plan.

Calculation of retirement benefits is formula-driven and the salary component is based on pay rate, e.g., base salary rate, (not actual salary which reflects the reduction in pay due to time off for furlough).

Employee and employer contributions to CalPERS will be based on the actual salary which reflects the reduction in pay due to furlough.

DPA/PST Plan: withholdings will be based upon the reduced salary rate.

Disability Programs

Disability programs are not subject to the furlough program. Employees who are placed on a disability program (Industrial Disability Leave (IDL), Non-Industrial Disability Insurance (NDI), Temporary Disability (TD), or long-term disability) receive their full salary rate earned prior to placement on the furlough program. Sick leave supplementation for IDL, sick leave or vacation supplementation for TD, or catastrophic leave supplementation for employees on NDI is up to the employee's full salary rate (unfurloughed salary).

An employee who returns to work on a partial basis is subject to the furlough for the time worked and salary is reduced to reflect the furlough. The disability benefits for the portion of the day not worked continue to be based on the full salary rate (unfurloughed salary).

For employees who are eligible for a disability program and are utilizing leave credits prior to beginning a disability benefit (IDL, NDI, TD, or long-term disability), or who have sufficient leave credits to cover the illness/injury and do not access the NDI program, salary should be based on the employee's full salary rate (unfurloughed salary).

Employees who are no longer disabled but utilize leave credits prior to returning to work should have their salary rate changed to the reduced rate to reflect furlough days. For example, a female employee who was on NDI due to pregnancy and is no longer disabled or on FML, but chooses to take vacation without returning to work should be placed on the furlough schedule.

Involuntary Leave - Temporary Disability Allowance

Employees placed on Involuntary Leave pursuant to Education Code 89536.1 should have any temporary disability allowance based on the employee's unreduced salary rate.

Benefits (continued)

Paid Leaves of Absence

Family Medical Leave: FML leaves are not subject to the furlough program. Employees utilizing appropriate leave credits while on FML are paid their full salary rate (unfurloughed salary).

Maternity/Paternity/Adoption Leaves: Employees eligible for Maternity/Paternity/Adoption leave who are not disabled due to pregnancy are subject to the furlough program and receive reduced salary at the furlough rate of pay. This leave is tied to work days so if an employee is scheduled for a furlough day, that day is not counted toward the maternity/paternity/adoption leave entitlement.

A female employee who is designated as disabled due to pregnancy and is on a pregnancy-related leave is not subject to the furlough program and receives the maternity/paternity/adoption paid leave based on her full salary rate (unfurloughed salary).

Military Leave: Employees called to active military duty who are eligible for either the 30 calendar day pay or the CSU Difference in Pay Salary Supplement receive payment based upon their full salary rate (unfurloughed salary).

Jury Duty: Employees called to jury duty receive their CSU furloughed salary upon certification. If an employee serves on jury duty on what would normally be a scheduled furlough day, the employee must designate an alternate day as a furlough day. If an employee serves on a jury in excess of one pay period, the employee should be removed from the furlough program and receive his/her full salary rate for the duration of jury duty. Once jury duty is complete, the employee should be returned to the furlough program on a prospective basis.

Sabbatical/Difference in Pay Leaves: For employees on a Sabbatical or Difference in Pay Leave, the salary is subject to the furlough program and is paid at the reduced salary rate.

Sick Leave, Vacation, and CTO

Sick leave, vacation, and CTO usage are paid at the furlough rate (except for disability and FML as denoted in specified programs). For employees on the furlough program, the employee's time base determines the level of accrual for leave purposes. For employees assigned to hourly/intermittent positions, the number of hours worked within a given pay period determines the prorated accrual for leave purposes. Qualifying pay periods will not be impacted with respect to employees with a time base subject to furlough.

Sick leave and/or vacation credits are not permitted to be substituted for a furlough day. Sick leave or vacation credits may not be combined with a furlough day to make 8 hours or the equivalent number of hours that make up the employee's "day." In addition, CTO is not permitted to be substituted for a furlough day.

Benefits (continued)

If an employee is ill and the illness/injury does not qualify as an FML-covered illness/injury or the employee is on vacation and a furlough day is scheduled, the employee is not permitted to substitute sick leave, vacation, CTO or holiday credits for the furlough day.

Employees who are otherwise exempt, but lose this exemption during the furlough weeks and become non-exempt, may be charged with various leave types (sick or vacation) in less than full day increments to supplement workdays.

Pre-Reduction in Time Base (PRTB) Program

Eligible faculty employees enrolled in the PRTB program are subject to the furlough program for the time being worked; however, the employee and employer CalPERS contributions are based upon the employee's full salary rate (unfurloughed salary).

FERP Participants

FERP participants are subject to the furlough program. FERP participants who take a leave of absence from their normal FERP assignment as part of the furlough program continue to receive enhanced dental and vision benefits as long as the time base eligibility threshold is maintained when active.

Taxes, Social Security and Medicare Deductions

Applicable federal, state, social security and medicare taxes will be withheld based upon the reduced salary.

If you have additional questions, please contact the Benefits office at ext. 3651.

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. 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. If you have any questions, contact the Benefits office at ext. 3651.

Benefits (continued)

Planning Your Retirement Classes

Learn how to maximize your retirement benefit; how your retirement benefit is calculated; the steps you need to take prior to retirement and the retirement application process. Classes are approximately two and a half hours. Classes are held at:

CalPERS Glendale Regional Office
Seminar Room
655 N. Central Ave., Ste 1400
Glendale, CA 91203

To enroll in a class, go to <https://my.calpers.ca.gov/>, (login ID and password required) or call toll free (888) 225-7377.

Morning classes: September 23 and October 1, 2009 - 9 to 11:30 a.m.

Afternoon class: October 1, 2009 - 1:30 to 4 p.m.

Evening classes: September 23, 2009 - 5:30 to 8 p.m.; and
September 29, 2009 - 6 to 8 p.m.

***Dates/times subject to change.**

Open Enrollment

CSULA's Annual Open Enrollment for Health, Dental, FlexCash, Dependent Care and Health Care Reimbursement will be held September 14 through October 16, 2009. During this period, benefits eligible employees may enroll, change plans and add eligible family members. The effective date for all changes made during Open Enrollment is January 1, 2010. Look for additional Open Enrollment announcements to follow via campus mail and e-mail.

Healthy Lifestyle Rewards by Blue Shield Earn cash for embracing a healthy lifestyle!

Blue Shield of California takes your health and well-being seriously. That's why you can earn cash rewards for participating in Healthy Lifestyle Rewards – Blue Shield's online, interactive program that can help you adopt and maintain healthy lifestyle habits.

Adopting a healthy lifestyle is one of the best things you can do to ensure your ongoing health. Healthy Lifestyle Rewards helps you achieve your health goals while providing valuable support along the way. The program focuses on healthy eating, exercise, stress management, and smoking cessation, and rewards every CalPERS Blue Shield member (subscribers and their dependents) 18 and older with up to \$200 for participating.

Start with a confidential Wellness Assessment to customize your wellness program. It gathers important facts like your age, weight, and other vitals and then recommends programs and progress trackers designed to help you reduce your risk of developing serious health conditions and achieve your unique health goals. (If you don't have all the information, you can come back and fill it in later.) All information is entirely confidential and will not be seen by your employer.

For more information on how to earn cash rewards, register at blueshieldca.com/hlr and get started today!

Benefits (continued)

HealthWorks by Kaiser Permanente

Earn rewards for making healthy changes with Healthworks

To be eligible for quarterly health-rewards drawings, complete the HealthMedia Succeed Total Health Assessment at

<https://members.kaiserpermanente.org/kpweb/signonpage.do> You must be a registered kp.org member to complete the Total Health Assessment.

You may register at

<https://members.kaiserpermanente.org/kpweb/registration.do> The free online assessment takes just a few minutes to fill out. Not only will you get a personalized health improvement plan tailored to your individual lifestyle, you will earn several chances at:

- A \$500 certificate. Choose between a spafinder.com certificate or a sporting goods store certificate. Sports certificates can be used at REI, Big 5, or Sportmart.
- An 80 gigabyte color Apple iPod. Download and enjoy movies, TV shows, and music all in the palm of your hand.

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, ext. 3651.

Workforce Planning

Requests to Fill Vacancies

All requests to fill vacancies either on a permanent or temporary basis require justification on the "request to fill vacant position" form. This form can be found in Outlook public folders-HRM.

Training and Development

Upcoming Workshop

Understanding Collective Bargaining Agreements

(Non-faculty)

Wednesday, September 23, 2009

two sessions available

9:30 to 11:30 a.m. or 1 to 3 p.m.

(KH D4047)

Facilitators: Lisa M. Sanchez, SPHR, and Susie Varela

If you are interested in signing up for this session, please call Stacy Yoshida at ext. 3693 or e-mail syoshida@cslanet.calstatela.edu

Equity and Diversity

Mandatory Sexual Harassment Training for Supervisors

On August 10, 2009, Human Resources Management (HRM) sent a memorandum advising of the need to have CSULA supervisory employees re-trained as required by Assembly Bill 1825 (AB 1825). This bill requires that employers who operate in California and employ 50 or more people must provide sexual harassment training to all employees who have supervisory responsibilities every two years.

The Office for Equity and Diversity (OED) is responsible for administering and complying with this requirement.

OED, in coordination with the Chancellor's Office, anticipates launching the online training late September or mid-October. Prior to the launch, OED will send out an e-mail reminder to identified employees about the need for the training. An e-mail to be sent by the assigned contractor, WORKPLACEANSWERS, is not spam and should not be deleted; also, WORKPLACEANSWERS will provide a built-in login and password to facilitate access to the training module.

For those departments/divisions that have submitted their employee list, supervisors/managers may still be added for the training. If you have not submitted your list, please do so as soon as possible. Please note that after the launching, you may still add employee(s) to your department/division list.

For additional information on this requirement, please contact the equity and diversity coordinator, Monica Martinez, at ext. 3040 or e-mail at mmartinez2@cslanet.calstatela.edu or Federico Vargas, equity and diversity specialist, at ext. 3041 or e-mail at FVargas@cslanet.calstatela.edu

Employee Relations

Furlough Program

Human Resources Management has posted information on its Web site regarding furloughs http://www.calstatela.edu/univ/hrm/emp_relations.php. The following documents are posted: the Administrative Closure Calendar, Campus Closure Plan and FAQs, which also contain the various furlough agreements.

If you have any questions regarding the furlough program, please direct them to FurloughHRM@cslanet.calstatela.edu

If you have any questions regarding the Faculty Furlough program, please visit: [Faculty](#)

Employee Assistance Program

CAEAP is the University's Employee Assistance Program, which provides confidential, professional assistance to help you and your family members. The program offers a confidential means by which to resolve personal issues.

Counselors are available to assist you with issues such as:

- Stress-related problems
- Marital and family problems
- Financial problems
- Alcohol and drug problems

CAEAP can be reached at (800) 777-9376 or <http://www.caeap.com/>

Workers' Compensation

Employee Procedures

Employees (including student assistants, work study students and volunteer employees) are encouraged to report injuries/illnesses when they occur. Find out more about what to do if you become injured or ill at work by viewing: http://www.calstatela.edu/univ/hrm/work_comp.php



Payroll

Highlights

- Fall quarter 2009 begins on September 21, 2009
- Upcoming campus holiday schedule is as follows:
 1. November 11, Veterans' Day
 2. November 26 & 27, Thanksgiving and the day after
 3. December 22-25, holiday break
 4. January 1, 2010, New Year's Day

December 31, 2009 is a regular work day, and the campus is open.

- Furlough days cannot be supplemented with any type of leave credit (sick, vacation, CTO, HC, PH, etc).
- Under the furlough program, employees' base salary and assigned salary rate remain at the employees' regular full time rate of pay. The actual salary rate is computed by the system and reflects the amount the employee will be paid.
- 2009 W-2. If you have moved and need to update your address please fill out the appropriate form in the Human Resources Management office, Adm. 606 by December 1, 2009. Look for messages regarding your 2009 W-2 on your future pay warrants.
- Annual leave statements will be distributed to departments during November 2009. Employees should review their leave statement for accuracy and discuss any discrepancies with their attendance clerk. Any unused personal holiday or vacation balances over the maximum limit will be forfeited and deleted by the State Controller's Office once the December 2009 pay period closes.
- Excess/deficit hours for non-exempt employees on alternate work schedules need to be reconciled as of December 31, 2009. The payroll technician will notify employees with deficit hours; excess hours will be paid in January 2010.
- Time and Labor: The deadline for students to make adjustments to their time on PeopleSoft is the last calendar day of the month.
 1. Time keepers should reconcile and make corrections/adjustments to student time on a weekly basis.
 2. Time keepers should ensure that students are entering their time on the correct record. When in doubt call your payroll technician.
 3. Time keepers have three calendar days after the pay period ends to make adjustments. Time keepers are locked out of the system after the third day.
 4. Student and POSI time should be approved between the first and fourth calendar day of the following month.

Payroll technician organizational changes:

- Arts & Letters---Sandra Esparza, ext. 3698
- B&E, CCOE—Kelly Chong, ext. 3696
- E&T, Computer Science—Delia Sanchez, ext. 3686
- HHS—Violet Salcido, ext. 3692
- NSS—Nerissa Verzani, ext. 3695
- CMS payroll specialist—Debra Hernandez, ext. 3688

Contact your payroll technician if you have any other questions or concerns or call payroll for assistance, ext. 3681.

Human Resources Management Service Directory

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

Employee 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
Esmy 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, Personnel Assistant	(323) 343-3671
Diana Avila, Personnel Assistant	(323) 343-3672
Vivian Quintana, Personnel Assistant	(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

Susan Varela, Assistant Director, HRM	(323) 343-3691
Juanita V. Arreola, Faculty Affairs Lead	(323) 343-3661
Vacant, 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
Kelly Chong, Payroll Technician	(323) 343-3698
Nerissa Verzani, Payroll Technician	(323) 343-3695
Violet Salcido, Payroll Technician	(323) 343-3692
Sandra Esparza, 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/>