

HR HIGHLIGHTS



Human Resources Management, California State University, Los Angeles
(323) 343-3694 www.calstatela.edu/univ/hrm/

Benefits

Kaiser and Blue Shield Rewards Programs

Kaiser Permanente is rewarding its CalPERS members who take steps to improve their health. Members and their families (members 18 years and over) now have lots of chances to win exciting prizes by simply going online to <http://my.kp.org/ca/calpers/> and completing the Total Health Assessment. There will be five quarterly drawings starting December 17, 2007 through December 2008. Participants can qualify for the drawings by following two very basic steps:

1. Go to <http://my.kp.org/ca/calpers/> and register for a password (if you have not already done so at kp.org), which will also allow you to view test results, e-mail your doctor, and make appointments online. Once you receive your password in the mail you can proceed to step 2.
2. Go to <http://my.kp.org/ca/calpers/> and complete the Total Health Assessment (THA).

NOTE: Be sure to agree at the end of the Total Health Assessment that it can be shared with Kaiser Permanente as it is the only way to get your name in on the drawing. All your information is confidential.

The winners will be contacted on or about December 17, just in time for the holidays! Quarterly reminders will be sent before each deadline.



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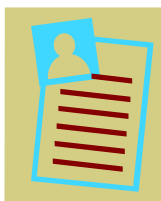
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Blue Shield and CalPERS are making it easier for you to adopt a healthier lifestyle in 2008. Healthy Lifestyle Rewards is an online, interactive, and completely confidential program available to all CalPERS Blue Shield members ages 18 and over that rewards you with \$200 cash just for participating. Go to www.blueshieldca.com/hlr and register. Complete the Wellness Assessment to earn your first \$50. Earn an additional \$50 for every 12 weeks of program participation, up to \$150 for a total of \$200. Beginning January 1, 2008, just log in every week to earn credit for participating.

COBRA: Employee Responsibility

COBRA provides that dependents who lose health coverage as a result of divorce or legal separation of the employee and spouse, dissolution of registered domestic partnership, or a dependent child is losing eligibility for coverage as a dependent child may elect to continue their coverage for a prescribed period of time on a self-pay basis. **It is the responsibility of the employee or covered dependent to notify the Benefits Office within 60 days after the later of (1) the date the qualifying event occurs or (2) the date on which employees would lose group health coverage under terms of the Plan as a result of the qualifying event.** The notice must be in writing and must include information about the qualified beneficiary requesting COBRA coverage and the qualifying event that caused the loss of coverage. Additionally, the employee or qualified dependent must provide

documentation supporting the occurrence of the qualifying event. Acceptable documentation includes a copy of the divorce or separation agreement; a copy of the dissolution of domestic partnership documents; and, for a child no longer qualifying as a dependent child, a copy of the driver's license or birth certificate showing the child's age. **If these procedures are not followed or if the notice is not provided in writing to the Benefits Office as described herein during the 60-day notice period, dependents will lose their right to elect COBRA.**



Employment Services

Online Separation Process

Based on feedback received from users of the online separation process, a change will be made to the on-line separation form to allow for multiple separation requests made within the same 24-hour period for the same individual employed under different positions. The online separation will be modified to request the record number to which the separation will be tied. The new release is expected to be available on January 1, 2008.

As a reminder, the internal separation must be used when a faculty member is not returning the following quarter. When a faculty appointment ends, the faculty must be separated in the HRM system. The internal separation is a notification to HRM that the faculty is separating at the end of the appointment, but is expected to return for the subsequent quarter. Should the faculty member not return (e.g., due to course cancellation), a follow-up regular separation must be completed, thereby sending a notification to the respective units that the faculty is separating from the University. Also, if the faculty member maintains another position on campus, it is imperative

to select the "Concurrent Position" option in the online separation process to avoid having their network access and e-mail service revoked.

If a change is needed prior to information being submitted through the online separation, please do not complete a new separation. This will result in a duplication of separation data. For changes to staff separations, please contact Susie Varela at 3-3691; and for faculty, contact Michelle Lopez at 3-3660 in Human Resources Management.

Employee Transfers and Job Responsibility Changes

When employees transfer to a different department or take another position in the same department, their access to campus information resources should be modified to reflect their new job duties. Otherwise, those employees would be able to access campus systems to which they are not authorized. Therefore, to avoid such an information security issue, the original department manager should immediately submit an HR or an SA Modification Request, or, in the case of other systems, they should notify IT Security and Compliance by e-mail at itsecurity@calstatela.edu. Department managers should ensure that their employees' access to campus systems is up-to-date. Please keep the following in mind:

- Access to department-related information should not be available to those employed outside the department.
- Access to student information must comply with FERPA requirements, which states that only authorized individuals who have a legitimate need to access student records can do so.
- Confidential and personal information, such as Human Resources information, must not be available to non-authorized individuals to comply with SB 1386.

Equity and Diversity

Mandatory Sexual Harassment Training for Supervisors

On November 20, 2007, the Chancellor's Office, in coordination with the Office for Equity and Diversity (OED) launched the online sexual harassment prevention training. OED will be monitoring the compliance of this training. OED will also be providing regular updates to department/division heads to ensure timely completion of the training. The deadline for completing this training is by the close of business, December 31, 2007.

By the time you read this, all individuals previously identified as needing the training should have received their e-mail notifications. If you have not received your e-mail notification or if you inadvertently deleted the e-mail notification believing this was "spam," please contact Federico Vargas, equity and diversity specialist, at extension 3-3041, or e-mail FVargas@cslanet.calstatela.edu so that your e-mail notification can be re-sent.

As a reminder, the e-mail notification you received contains a built-in log-in and password to facilitate access to the training module. The training is designed so you can complete it at your own pace, so long as you complete two full hours as required. The training module has a built-in pace meter that monitors your completion rate. If you are going too fast, the system will advise you so you can adjust your completion speed. You can also take the training from your home computer if this is feasible, by sending the entire e-mail notification to your home e-mail address.

For additional information on this requirement or any other questions related to discrimination, harassment or retaliation, please contact Federico Vargas, equity and diversity specialist, at extension 3-3041, or e-mail FVargas@cslanet.calstatela.edu or Monica Martinez, equity and diversity coordinator, at extension 3-3040, or e-mail mmartinez2@cslanet.calstatela.edu

Training and Development

This past quarter, Human Resources Management offered the following training sessions in partnership with the University EAP Service, Community Action EAP (CAEAP):

- *The Changing Role in Supervising Others*
- *Effective Strategies for Interpersonal Communication*
- *Promoting a Team Approach: Managers & Team Leaders*

In the coming calendar year we look forward to working with Roxana Naraghi, quality improvement coordinator, and continuing our relationship with the University EAP Service, Community Action EAP (CAEAP) – Educational Services and Seminars to coordinate additional training programs.

Payroll

Reminders

Appointments for the winter 2008 quarter must be entered into PeopleSoft by December 14, 2007.

The 2008 Holiday Schedule and annual Payroll calendar will be posted on the Payroll Web page by December 3, 2007.

Leave Credits

- Personal holiday must be used by 12/31/07 or it is lost.
- Employees must use Vac, PH or CTO on December 17 and 18 due to the campus closure.
- Vacation hours over the maximum will be lost if not used by 12/31/07 (Refer to your bargaining union contract).
- Excess/deficit hours reconciliation will occur once the December pay period closes. If you are affected you will be contacted by your payroll technician in January 2008.

W-2

- Your W-2 will be mailed during January 2008 by the State Controller's Office. Please make sure that your correct address is on file. Address changes should be submitted to Human Resources Management in Administration, room 606.
- The State Controller's Office charges a fee of \$8.50 to issue a duplicate W-2.
- Deadline to submit address changes is December 5, 2007.



Fausto Caceres is retiring on December 28, 2007, after 20 years of service to the University. Please join Payroll in wishing Fausto best wishes.

Campus Holiday Schedule
January 1, 2008 - December 31, 2008

| <u>Date</u> | <u>Holiday</u> | <u>Status of Campus Offices</u> |
|-------------------------------|--------------------------------|---------------------------------|
| January 1, 2008 (Tuesday) | New Year's Day | Closed |
| January 21, 2008 (Monday) | Martin Luther King, Jr. Day | Closed |
| March 31, 2008 (Monday) | César Chavez Day | Closed |
| May 26, 2008 (Monday) | Memorial Day | Closed |
| July 4, 2008 (Friday) | Independence Day | Closed |
| September 1, 2008 (Monday) | Labor Day | Closed |
| November 11, 2008 (Tuesday) | Veteran's Day | Closed |
| November 27, 2008 (Thursday) | Thanksgiving Day | Closed |
| November 28, 2008 (Friday) | Washington's Birthday Observed | Closed |
| December 22, 2008 (Monday) | Campus Holiday** | Closed |
| December 23, 2008 (Tuesday) | Lincoln's Day Observed | Closed |
| December 24, 2008 (Wednesday) | Admission Day Observed | Closed |
| December 25, 2008 (Thursday) | Christmas Day | Closed |
| December 26, 2008 (Friday) | Columbus Day Observed | Closed |

**In order to close the campus for the entire week of December 22 through December 26, it will be necessary for employees to use their personal holiday, vacation, CTO or accrued holiday credits on Monday, December 22, 2008.

In order to receive holiday pay, employees must be on pay status at the time the holidays are observed by the University. This schedule is consistent with CSU policies and procedures and with the collective bargaining agreements.

Human Resources Management Service Directory

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

Employee/Labor Relations

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

Benefits

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|---|----------------|
| General Information | (323) 343-3651 |
| Deborah Williams, HR Manager | (323) 343-3676 |
| Mary Chen, 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

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

Employment Services

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|---|----------------|
| General Information | (323) 343-3668 |
| Employment Services Manager | (323) 343-3691 |
| Erika Alvarez, Employment Coordinator | (323) 343-3671 |
| Diana Avila, Employment Coordinator | (323) 343-3672 |
| Vivian Quintana, Employment Coordinator | (323) 343-3665 |
| Jessica Gonzalez, Human Resources Assistant | (323) 343-3694 |

Office for Equity and Diversity

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

Faculty Affairs

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|---|----------------|
| Susan Varela, Interim Assistant Director, HRM | (323) 343-3691 |
| Juanita Arreola, Faculty Affairs Lead | (323) 343-3661 |
| Michelle Lopez, Faculty Affairs Coordinator | (323) 343-3660 |
| Stacy Yoshida, Faculty Affairs Assistant | (323) 343-3693 |

We're on the Web! See us at: www.calstatela.edu/univ/hrm/