

# Employee Compensation

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## Purpose

The Associated Students, Incorporated is committed to providing a total compensation package that enables the corporation to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan that serves to:

- Affirm ASI's commitment to Equal Employment Opportunity
- Maintain consistency with the CSU employee classification standards and compensation
- Provide individual choice in selecting benefits
- Recognize the diverse needs of the employee population

The purpose of ASI's Policy on Compensation is to provide equity, incentive, and CSU comparability in the administration of the corporation's compensation program for all employees.

## Policy Statement

Within the framework of applicable law, and consistent with the judicious expenditure of funds, it is the policy of the Associated Students, Incorporated to employ competent personnel, motivate these employees to perform well, and create inducements both through basic compensation and fringe benefits to retain competent employees for productive periods of service.

Pursuant to Education Code, Section 89900(c) and Title V, Section 42405(a) the Associated Students, Incorporated shall provide salaries, working conditions, and benefits for its full time employees that are comparable to those provided CSU employees performing substantially similar services. For those full time employees who perform services that are not substantially similar to those performed by CSU employees, the salaries established will be based on a study of the salaries prevailing at other educational institutions in the area or commercial operations of like nature.

The Associated Students, Incorporated will meet the requirements for comparability by providing its regular, full time employees with the following:

- 1) Salaries that fall within the corresponding salary range that would be paid to a CSULB employee in the same CSU classification (if applicable)
- 2) A benefits package (exclusive of educational benefits) that is modeled after that provided by CSULB to its full time employees
- 3) A personnel management and employee relations system that is within the parameters of that established by the CSU for its full time employees

The Human Resources Committee will act to ensure that no adopted personnel policy restricts or limits the rights of ASI employees any more than would occur within the general personnel practices

of CSULB, with the exception of individual Memoranda of Understanding governing collective bargaining unit arrangements.

## Who Should Know This Policy

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|--|--|---|
| <input type="checkbox"/> Budget Area Administrators      | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors                      | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors          | <input type="checkbox"/> Volunteers                            |   |

## Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Callback	Being ordered to work after completing a normal work shift, or being called back to work on an authorized day off
Evening Shift	Work shifts that take place between the hours of 2:00 p.m. and 12:00 midnight.
Garnishment	A court order requiring an employer to remit part of an employee's wages to a third party in payment of a just debt
In-range progression	An increase within a salary range for a single classification or within a sub-range of a classification with skill levels
Mid point	The dollar amount halfway between the minimum and maximum amounts of a salary range
Overtime	Hours worked by a non-exempt employee in excess of eight (8) hours in any workday and forty (40) hours in any workweek
Quartile	Any of the three values that divide a salary range into four sub-ranges, each containing one-fourth of the total range
Red circle rate	An incumbent's salary rate that exceeds the maximum of the salary range for the corresponding classification.
Salary range	A range comprising the minimum and maximum amount of compensation that can be paid to a position based on its corresponding CSU classification
Shift differential	An hourly pay differential over and above the salary rate for a classification paid to non-exempt employees who are assigned to work the evening shift

## Regulations

### 1.0 Salary Ranges

ASI follows salary ranges published by the California State University Office of the Chancellor. The determination of an appropriate salary range is contingent upon the determination of a position's CSU classification. For positions that cannot be classified according to the CSU standards, salary ranges will be based on periodic surveys of salaries paid for similar positions in the higher education and nonprofit organizations market.

Salary ranges for full-time positions, exclusive of management personnel and unclassified positions, consist of a minimum and a maximum rate as published in the most recent edition of the California State University Salary Schedule.

Revisions to the CSU Salary Schedule will be monitored by the Human Resources Office and reported to the Human Resources Committee. Generally, such revisions will have no impact on individual salaries, unless one of the following occurs:

- 1) The revision results in a new minimum rate that is higher than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be increased to the new minimum rate published in the CSU Salary Schedule.
- 2) The revision results in a new maximum rate that is lower than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be "red-circled".

In both cases, the position in question will be audited to ensure that it is appropriately classified before any action is taken. If the position is correctly classified, the corresponding salary action referenced above will be submitted to the Human Resources Committee for approval. If it is determined that the position is not correctly classified, the position description will be referred to the Human Resources Committee for consideration of a new classification and corresponding salary range.

### 1.1 Initial Compensation

The initial appointment of a candidate is to a classification with a corresponding salary range. The salary actually offered to a candidate is based on the candidate's skills and abilities in relation to a number of factors including the position/classification requirements, internal and external considerations, as well as budgetary considerations. Specifically, the following factors shall be considered in determining an appropriate starting salary.

- The salary range or skill level sub-range established for the position
- An assessment of the candidate's knowledge, skills, and abilities against the overall requirements for the position and classification and/or skill level
- An internal assessment of salaries of existing employees in comparable positions
- An analysis of applicable market data, if appropriate

#### 1.1.1 Appointment Salary

Appointment salaries are commensurate with a candidate's experience and capabilities in relation to the salary range established for the position, as well as internal and external considerations. Following are the approved practices for determining a starting salary. The salary range quartiles and mid points referred to for hiring ranges are calculated using the minimum and maximum rates for the classification's salary range or for the skill level sub-range for classifications with skill levels.

##### First Quartile

Hiring within the first quartile of a salary range is appropriate when the candidate is qualified for the position, but still requires a training period to become fully familiar with the requirements of the position. Hiring managers are given the discretion to hire in the first quartile.

#### Second Quartile

Highly skilled candidates who need minimal training are most often hired in the second quartile of the range up to the mid-point. This is most common with career level professional positions. Hiring at this level can only occur after:

- 1) The hiring manager meets with the Human Resources Manager and provides pertinent information (e.g. level of skills, experience, salary history, pay stubs, budget availability) supporting the salary proposal, and
- 2) The appropriate Division Director reviews the information and approves the final offer.

#### Above Mid-point

In rare operational circumstances, highly qualified individuals with exceptional expertise may need to be hired in excess of the salary range mid-point. Hiring at this level can only occur after:

- 1) The Human Resources Manager reviews the request and provides his/her analysis and recommendations.
- 2) The analysis and recommendations are reviewed by Executive Director who has final decision authority.

An appointment salary above the midpoint of the range will be considered in only the following circumstances.

- Clear recruitment and retention difficulties as demonstrated by prolonged and/or unproductive recruitments and high rates of turnover.
- The exceptional qualifications of a preferred candidate in relation to the applicant pool and classification and/or skill level requirements.
- Prevention of substantial salary loss by the preferred candidate.

For current employees selected through the recruitment process for a position in their same classification but in a different department, the hiring department has the discretion to offer the employee a salary increase of 1% to 5%, subject to budget availability.

### 1.2 Shift Differential

Non-exempt employees who are assigned to work the evening shift shall receive a \$1.25 per hour pay differential over and above the salary rate for their classification. Employees must work at least four hours during an evening to be entitled to shift differential payment. The amount of the shift differential is added to the salary rate and becomes the new base salary. Deductions are based on the revised base salary.

### 1.3 Red-Circle Rate

A red-circle rate is a salary rate above the maximum rate of a position's salary range. It is authorized in certain situations to reduce the adverse financial impact on an employee resulting from the reclassification of his or her current position to one with a lower salary range. When a red-circle rate is granted, the employee retains the salary currently being paid. The employee remains at that salary rate until the maximum rate of the lower class equals or exceeds the red-circle rate or until the time period for maintaining the red-circle rate expires, whichever occurs

first. During such time as the employee receives a red-circle rate, the employee shall not be eligible for further salary increases except as provided in this policy.

Red-circle rates are not authorized when:

- 1) An employee, for personal convenience, requests voluntary demotion;
- 2) An employee is demoted for disciplinary reasons;
- 3) The position occupied by the employee is eliminated and no comparable positions in which the employee could be placed are available at the time.

If an employee receiving a red-circle rate is reclassified, the salary rate upon reclassification to a higher class shall be determined as follows:

- 1) If the red-circle rate is within the new salary range:
  - a. An employee who has been on the red-circle rate for one year or more may receive a salary adjustment of 1% to 5%.
  - b. An employee who has been on the red-circle rate for less than one year shall remain at the same rate.
- 2) If the red-circle rate is outside of the new salary range, the employee shall retain that rate for the duration of the original authorization period or until the maximum of the new class equals or exceeds the red-circle rate.

If within the period that the red-circle rate is in effect, an employee receiving that rate is reappointed to his/her original class, the employee shall receive the same rate in the salary range (adjusted for changes in the salary range) that the employee was receiving at the time of reclassification to the lower class.

If the authorized period for the red-circle rate has expired and the maximum rate of the new classification has not equaled or exceeded the red-circle rate, the employee shall be compensated at the maximum rate of the new salary range.

An employee who was compensated at a red-circle rate before a permanent separation will not be entitled to that rate upon his or her return to work. Also, the authorization for a red-circle rate shall be cancelled if the employee refuses a bona fide offer of appointment to a position within the ASI in a classification in the same occupational series at a salary level equivalent to the original classification from which the employee was moved.

The red-circle rate policy should be utilized only after other attempts to correct the situation have been considered. For example:

- 1) The incumbent may be reassigned to a vacant position at the original classification level provided he or she meets the minimum qualification requirements.
- 2) The position may be restructured so that the duties and responsibilities assigned warrant continuation of the original classification and salary range. This action would take place only if the nature of the proposed duties were necessary to achieve corporate objectives.

The Human Resources Committee is responsible for accepting requests for red-circle rates. Since red-circle rates are not automatic, but are authorized for individual employees, each request is reviewed on its own merits. As with all other actions of the Human Resources Committee, red-circle rates will only be authorized upon approval of the Board of Control and ASI Board of Directors.

An employee otherwise eligible could retain a red-circle rate for up to five years. Upon approval of a red-circle rate, the Human Resources Office must maintain a copy of the ASI Board of Directors minutes authorizing the red-circle rate for retention in the employee's personnel file.

## 2.0 Overtime Compensation

All exempt and non-exempt employees shall be compensated in accordance with current state and federal law.

### 2.1 Overtime Pay

Non-exempt employees shall receive overtime pay after eight (8) hours in any workday and after forty (40) hours worked in a workweek.

All overtime work by a non-exempt employee must be authorized in advance by an employee's supervisor. Overtime must be recorded on the Attendance Report form (Timecard), and submitted to payroll. In accordance with state and federal law, earned overtime is paid on the first payroll following the pay period in which it was earned. Because unauthorized overtime is against ASI policy, employees who work unauthorized overtime are subject to disciplinary action.

Exempt managerial and supervisory personnel are exempted from overtime pay and are not subject to this policy.

### 2.2 Holiday Pay

Full-time, non-exempt employees who work on a university recognized holiday or an ASI corporate holiday called by the Executive Officers of the corporation, shall be entitled to receive monetary payment on a double-time basis. The employee will be compensated with eight hours of holiday pay in addition to one hour regular pay for each hour worked on the holiday. Compensatory time is not permitted in lieu of overtime for non-exempt employees. All other part-time, non-exempt employees who work on ASI recognized holidays will be paid at their regular rate of pay for the first eight hours and overtime for hours in excess of eight according to current California law.

Exempt employees do not accrue any compensatory time for working on a state recognized holiday or a holiday called by Executive Officers of the corporation.

### 2.3 Callback Pay

Non-exempt employees are entitled to callback pay if ordered to work after completing a normal work shift, or if called back on an authorized day off. A minimum of four hours work time shall be paid provided the employee was called back to work without being notified before completion of the work shift, or if notified before completion of the work shift, the work begins more than three hours after the normal completion of the work shift.

When time worked on a callback basis results in overtime, the overtime hours worked must be compensated as outlined in Section 2.1 above. If an employee working on a callback basis is not

working overtime, but the time required for the completion of the job extends beyond four hours, the employee will be paid on an overtime basis for the additional hours.

When staff meetings and training sessions are regularly scheduled on an employee's normal workday but outside the normal work shift, the employee shall receive overtime compensation.

### 3.0 Salary Adjustments

Periodic salary adjustments shall be based on performance, market comparability, the effects of inflation, or the acquisition of new skills or additional duties, as well as the ability of ASI to pay.

#### 3.1 In-Range Progressions

An In-Range Progression (IRP) is an increase within a salary range for a single classification or within a sub-range of a classification with skill levels. ASI has established the following procedure for processing and approving in-range progressions.

##### 3.1.1 Criteria

In-Range Progressions will be considered only in the following situations:

- Market Equity/Comparison of salary for similar position(s) on campus or in the public/private sector; and/or
- New Skills Acquisition. Substantive, new skills that are essential to the position and consistent with the classification standard. An IRP is normally 5% although a request for an increase above 5% may be considered with appropriate documentation of extraordinary circumstances. A proposed training plan and schedule must be submitted to and approved in advance by the Human Resources Manager.

##### 3.1.2 Approval

An IRP form must be completed and signed by the immediate supervisor and the appropriate Division Director prior to submission to the Human Resources Manager. The Human Resources Manager will review the request and prepare a recommendation to the Human Resources Committee, which will forward its recommendation for final approval to the Board of Control and ASI Board of Directors.

Once the IRP is approved by the ASI Board of Directors, the Human Resources Manager will prepare a Personnel Action Form and provide official written notification to the employee. No IRP shall be communicated or promised to an employee until final approval of the ASI Board of Directors has been secured.

An IRP for market equity will be effective on the first day of the month following the final approval. An IRP for new skills acquisition will be effective on the first day of the month following completion of the pre-approved training plan.

##### 3.1.3 Funding

Funding for an IRP will come from the respective department's operating budget.



### 3.2 Classification & Skill Level Changes

All salary adjustments associated with a reclassification must meet the following requirements. These salary guidelines for classification and skill level changes do not apply to conversions that occur as the result of system-wide implementation of new classifications.

#### 3.2.1 Effective Dates

Generally, the effective date for a classification and skill level change will be the first of the month after the change is approved by the Human Resources Committee.

#### 3.2.2 Salary Actions

The effective date of the classification or skill level change will also be the effective date for the associated salary increase. ASI guidelines for salary increases associated with classification and skill level changes are outlined below. In no case, will the new salary exceed the maximum rate established for the classification.

##### Salary Increases - 5%

Once the Human Resources Committee has determined that a classification or skill level change is justified, a 5% increase (or the minimum of the new classification range) will be initiated by the Human Resources Manager via a Personnel Action Form and the approval of the appropriate Division Director.

##### Salary Increases 6%-8%

Requests for increases in this range require a written statement from the appropriate Division Director related to the need for an increase at this level based on the candidates qualifications or specific internal or external comparability factors.

##### Salary Increases in Excess of Guidelines Noted Above

Under rare circumstances, a manager might recommend a salary increase in excess of the guidelines. In such a case, the manager must provide a detailed rationale related to the exceptional nature of the situation. The rationale must outline the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and verification of the exceptional skills and abilities of the candidate. The Human Resources Manager will review the request and provide his/her recommendation to the Human Resources Committee on the advisability of the proposed salary increase.

In all cases, the ASI Board of Directors has the final decision authority.

### 3.3 Cost of Living Adjustments

A cost of living adjustment is a periodic increase made to all current salaries in an effort to offset the effects of external economic factors, such as inflation. The percentage of cost of living adjustment to be made, if any, will be determined annually by the ASI Board of Directors, and will generally conform to the percentage authorized by the University for its employees. If approved, the same percentage increase will be applied to the current rate of all salaried positions currently occupied, including management personnel.

### 3.4 Merit Salary Adjustments

Merit salary adjustments (MSA's) are granted for meritorious job performance. They are not awarded for length of service, nor as a means of keeping pace with external economic factors

(e.g. cost of living). MSA's are only warranted in situations where an employee's overall job performance meets or exceeds the performance standards of the position.

Unless an employee's current salary has been "Red Circled", he or she is eligible for a merit salary adjustment (MSA) of no more than 10% after successful completion of the introductory period. Employees are eligible for MSA's until the top of their salary range is reached.

The total amount of all merit increases awarded in a given fiscal year must fall within funding levels authorized by the ASI Board of Directors during the annual budget approval process. This funding level is usually expressed as a percentage of ASI's total payroll budget.

MSA's will only be granted upon completion of the annual Performance Appraisal process. Upon completion, the Performance Planning and Appraisal form must be submitted to the appropriate director for review. The director will determine the percentage of merit increase an employee should receive based on his or her evaluation score, the scores of other employees evaluated, and the amount of funds available. All Performance Evaluations must be completed and submitted by July 31.

Requests for MSA's must be submitted on a Personnel Action Form. The Human Resources Office will not process any merit salary adjustment unless it is accompanied by a completed Performance Planning and Appraisal form bearing the signatures of the employee, the immediate supervisor, and the appropriate Director. MSA's will reflect on the next regularly issued payroll check following receipt of the appropriate forms. All MSA's become effective on July 1.

The ASI Management Personnel Plan governs merit salary adjustments for managerial employees.

## 4.0 Compensation Reductions

### 4.1 Payroll Deductions

Automatic payroll deductions are made for Federal and State Income taxes, State Disability Insurance (SDI) and Social Security (FICA). If an employee is appointed to a salaried position that is equivalent to not less than one-half time employment, Public Employees' Retirement System (PERS) contribution is also deducted. Employees may authorize voluntary deductions for health insurance plans, authorized credit union shares, annuities, and loan payments.

### 4.2 Wage Garnishment

A garnishment is a court order requiring the corporation to remit part of an employee's wages to a third party in payment of a just debt. ASI is required, by law, to recognize Abstracts of Judgment, Federal Notices of Levy, Court Orders of Assignment, and State Franchise Tax Board Levy Notices against employee wages and will accordingly deduct authorized amounts from an employee's paycheck.

ASI believes that employees are responsible for their own debts. Garnishments cause considerable paperwork and expense for ASI. Although ASI understands that a wage garnishment can happen to anyone, employees are strongly encouraged to resolve financial problems before this situation occurs.

## 5.0 Benefits

ASI shall offer its employees a comprehensive benefits program, including both mandated and discretionary benefits. The Human Resources Office is responsible for administering and updating the benefits program. Employees are responsible for selecting and using their benefits prudently, and in the most cost-effective manner.

### 5.1 Eligibility for Discretionary Benefits

Unlike those benefits whose provision is mandated by law, discretionary benefits are those that are provided at the discretion of the ASI. Currently, these include health insurances (medical, dental, and vision), life insurance, accidental death and dismemberment benefits and retirement benefits. With the exception of retirement benefits, full-time regular employees become eligible for enrollment in discretionary benefits on the first day of the month following one month of continuous employment. For purposes of determining eligibility, one month of continuous employment shall be defined as having worked eleven full days (88 hours) within one calendar month.

Retirement benefits are earned at the end of the month for any full calendar month in which an employee works. Specific eligibility requirements apply for post-retirement health benefits as outlined in Section 5.2.

Part-time, student and temporary employees are not eligible for discretionary benefits.

ASI reserves the right to modify, revoke, suspend, terminate, or change the discretionary benefits or post-retirement benefits, in whole or in part, at any time subject to notification requirements as mandated by federal law.

### 5.2 Health Insurance

ASI shall make health insurance plans (medical, dental and vision) available to all regular, full-time employees. ASI shall contribute toward the cost of an employee's health insurance premiums. The employee's share of the insurance premiums must be paid through automatic payroll deduction.

Under certain conditions, employees and/or their eligible dependents may elect to continue certain health insurance coverages upon loss of eligibility. Employees and/or their eligible dependents can arrange for continuation of coverages during the exit interview or by contacting the Human Resources Office. Except for CalPERS medical insurance premiums, which paid directly to the carrier, the employee and/or eligible dependent(s) must pay the full amount of the premiums, plus a 2% administrative fee, directly to the ASI Business Office prior to the first day of the month for which coverages are desired. Failure to do so will result in cancellation of the coverages.

The ASI provides full-time employees two (2) post-retirement medical vesting plans and two post retirement dental insurance plans reduced to the cost of basic dental coverage provided by California State University, Long Beach. Plan eligibility is based on specific requirements determined by the employee's date of full-time employment, years of service, date of retirement, and any applicable crossover provisions between medical plans.

All matters regarding coverage and claims under health insurances provided by the ASI are between the employee and the insurance carriers. ASI managers or supervisors as well as the Human Resources Office must not be contacted.

### 5.3 Life Insurance

Upon receipt of due proof that a currently insured employee has died, the ASI-sponsored life insurance policy will provide a maximum lump sum payment to the employee's beneficiaries. The actual amount of the payment may vary depending upon the age of the employee at the time of death. This benefit is provided at no cost to employees. Limitations and exclusions apply. Employees must consult their Group Insurance Plan booklet for further information.

### 5.4 Accidental Death and Dismemberment Insurance

The ASI-sponsored life insurance policy will provide lump sum benefits when it receives due proof that a currently insured employee has received an accidental bodily injury which, within 90 days, directly and independently results in any loss shown in the Table of Losses and Benefits in the Group Insurance Plan booklet. Limitations and exclusions apply. Employees must consult the booklet for further information.

### 5.5 Retirement

Regular, full-time employees of ASI become members of the Public Employees Retirement System (PERS) on the first day of the month following one month of continuous employment. For purposes of eligibility, one month of continuous service shall be defined as having worked eleven full days within one month. In addition to a contribution made by the ASI, employees are required to contribute 5% of their monthly salary in excess of \$513.00. Employee contributions are paid through automatic payroll deduction.

Employee contributions, plus interest, may be refunded upon termination or, if the employee has at least five years of service credit, left on deposit for retirement allowance.

PERS also provides for disability retirement as well as service retirement, death benefits, and survivor benefits. The basic death benefits for an employee not eligible to retire at the time of death (under age 50, or if over 50, with less than five years of service) consists of the PERS contributions, with interest, plus group term life insurance in effect at time of death and 50% of the total monthly pay rate received by the employee during the twelve months prior to the employee's death. The law provides for statutory beneficiaries in the following order of priority: the employee's spouse, children, parents, and estate. If an employee wishes to deviate from this, a Beneficiary Designation form must be completed.

At least three months prior to the anticipated date of retirement, the employee should make an appointment with the Human Resources Office for assistance in applying for retirement benefits. Retirement income will be delayed if the employee does not provide PERS sufficient time to process the required documents. The minimum retirement age is 50 provided the employee has at least five years of service. If the employee has unused sick leave when retiring, the unused leave will be credited as service as provided in the PERS contract in place at that time. The law now allows continuation of service to a maximum of age seventy. It is permissible to request continued service upon submittal of a certification of competency.

### 5.6 Workers Compensation Insurance

All employees are covered by Worker's Compensation Insurance for injuries or illness arising out of, and during, the course of employment. Worker's Compensation Insurance includes complete medical care and temporary disability payments. Employees are allowed to supplement their temporary disability payments by use of accrued sick leave or vacation credits to the amount of their normal salary.

An employee who is permanently disabled may receive a settlement based on applicable Worker's Compensation Law. Benefits are payable to surviving dependents if death results from a work related injury. While absent on work-related disability leave, an employee shall continue to earn vacation and sick leave credits.

#### 5.7 Unemployment Insurance

Employees whose employment is terminated may be eligible to receive unemployment insurance benefits. Unemployment claims are filed with the claimant's local Office of California Employment Development Department, which will determine eligibility for benefits.

#### 5.8 Disability Insurance

Disability insurance is payable when an employee cannot work because of sickness or injury not caused by the job, or when the employee is entitled to temporary Worker's Compensation at a rate less than the daily benefit amount. The amount of benefits paid to an employee depends upon the wages paid to the employee during a twelve-month base period.

#### 5.9 Tax Deferred Annuities

Full time employees are eligible for enrollment in a tax deferred annuity program by completing a Compensation Reduction Agreement. This permits the deferment of taxes on a portion of the employee's monthly income. It offers the dual benefits of reducing the amount of current taxable income and increasing the amount of income in a future period when expected earnings and the employee's tax bracket will be lower. Taxes on the annuity are paid at the time of withdrawal. Staff members are not permitted to counsel or advise in connection with this program. A list of currently authorized insurance companies may be obtained from the Human Resources Manager.

#### 5.10 Educational Fee Advance

The Associated Students, Incorporated is committed to helping employees make the most of the educational opportunities available at CSULB. Accordingly, the Educational Fee Advance assists employees that aspire to higher levels of skills and professional competencies by providing partial fee advancements to regular, full-time employees who take courses at CSULB. Fee reimbursement may be made for successful completion of courses that are either work-related or part of a Professional Development Plan. All advances and reimbursements made under this plan are subject to the availability of financial resources as determined by the division Director.

All classes attempted must be taken for grades or credit/no credit. Employees are not permitted to audit any classes taken through this program.

In order to achieve a reasonable balance between regular work duties and the course load taken under this program, there is a limit of six units that can be taken each semester.

##### 5.10.1 Professional Development Courses

Professional Development Courses are courses related to the completion of a Professional Development Plan. The Professional Development Plan is designed for employees seeking opportunities for promotion or transfer within the organization. It is specifically intended to assist the employee in selecting courses that directly relate to the duties and responsibilities of ASI job positions to which the employee aspires. The primary responsibility for filing a Professional Development Plan lies with the employee. The employee, his/her immediate supervisor, and

division Director must forward a Professional Development Plan to the ASI Human Resources Manager in order to qualify for benefits under this program. The Human Resources Manager will review and approve or deny all requests related to the Professional Development Plan based on the stated criteria.

While job placements or promotions are not guaranteed as a result of completing a Professional Development Plan, an employee may be better prepared and more competitive for job vacancies as a result of having completed specific courses or a degree program.

Classes taken for professional development must be taken for academic credit.

#### 5.10.2 Work-Related Courses

Work-related courses are those that directly improve skills or enhance knowledge for performing duties in an employee's current position. An employee may also take courses to acquire new skills needed to perform newly assigned duties and responsibilities. Enrollment in work-related courses shall be voluntary. Work-related courses must also be taken for academic credit.

#### 5.10.3 Class Attendance

For courses taken under this program, employees may request approval to attend classes during their regular work hours provided such attendance does not interrupt or interfere with the operations of the employee's department or unit. Non-exempt employees who miss work hours as a result of class attendance must make up the missed time within the same day. Employees must have the approval of their immediate supervisor to attend classes during regular work hours.

#### 5.10.4 Requesting a Fee Advance

In order to qualify for a fee advance, an eligible employee must complete the "Request for Fee Advance Form". If the employee desires a fee advancement for professional development courses, a "Professional Development Plan" must be completed and on file with the ASI Human Resources Manager. Applicable forms must be filed prior to the beginning of the semester in which courses will be taken. All fees paid to an employee are considered taxable income under the law and will be taxed at the time of the advance. An employee may also elect to receive a fee reimbursement upon completion of course(s) and pay the appropriate income taxes at that time.

#### 5.10.5 Fees Covered

The ASI will advance fees to the employee an amount not to exceed the following: State University Fee, Associated Students Fee, and University Student Union Fee. Successful completion shall be defined as receiving a grade of "C" or higher or a "Pass" and shall be demonstrated by providing the Human Resources Office with a copy of the final report card. Failure to pass or complete the course(s) will result in making re-payment arrangements with the Human Resources Office through automatic payroll deduction. The payment schedule shall not exceed the term of six months. Employees participating in a repayment plan shall not be eligible for further fee advancements until the outstanding advance is paid in full.

Application for admittance to CSULB, as well as the Application Fee, are the responsibility of the employee. Application forms and instructions are available at Admissions and Records (BH-123)

**Forms**

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
In Range Progression Form	To request a salary increase based on market/equity concerns or the acquisition of new skills	Human Resources Office	Immediate and supervisor, Division director Increase is subject to Board approval	Submit no later than two weeks prior to the Human Resources Committee meeting at which the request will be considered
Performance Planning and Appraisal Form	To document performance standards and subsequently evaluate employee performance against those standards	Human Resources Office	Employee's supervisor and the appropriate Division director In all cases, the Division director's signature must be obtained before conducting the appraisal interview	The section for identifying major job requirements and establishing performance standards must be completed within 90 days of the start of the new fiscal year, or in the case of new employees, within 30 days of the first date of employment.  The section for evaluating employee performance against the established standards must be completed within 90 days of the end of the evaluation period.
Personnel Action Form	To record a change to an employee's standing data or wage information or to provide such information for a newly hired employee	Human Resources Office	Immediate supervisor and appropriate Division director	Submit at least four (4) working days before the desired effective date of the transaction
Professional Development Plan	To notify ASI management of an employee's intent to seek professional development through enrollment in CSULB courses	Human Resources Office	Immediate supervisor, Division director, and Human Resources Manager	Submit prior to the beginning of the semester in which courses will be taken
Request for Educational Fee Advance	To request advance payment of eligible fees associated with enrollment in CSULB courses	Human Resources Office	Immediate supervisor, Division director, and Human Resources Manager	Submit prior to the beginning of the semester in which courses will be taken