

I. EMPLOYMENT STATUS AND PROCEDURES

APPOINTMENT AND EMPLOYMENT STATUS

All appointments are based on ability and fitness for the position to be filled. CSU, Chico is an Affirmative Action Employer; recruitments, selections and appointments are announced and advertised through a variety of media designed to reach all interested groups of applicants. Each university employee is appointed to a particular position in a classification with the issuance of a formal letter of appointment from the appropriate administrator.

The type of appointment received depends upon the conditions of employment. Appointments may be temporary, probationary, or permanent. MPP's serve at the pleasure of the President and are considered at-will employees.

PROBATIONARY PERIODS AND PERMANENT STATUS

New staff employees hired for a permanent position, serve a one-year probationary period pursuant to their collective bargaining agreement. The probationary period is a time during which the employee must demonstrate his or her ability to perform the duties assigned. The supervisor is required to observe and evaluate the employee's performance. Upon successful completion of the initial probationary period, the employee acquires permanent status with CSU, Chico. Department managers are generally responsible for recommending permanent status for employees, as well as rejecting during probation when such action is necessary.

Staff employees who have been promoted or reclassified may serve a one-year probationary period before permanent status is attained in the new classification.

Full-time and part-time temporary employees may be eligible for permanent status after two (2) to four (4) years of consecutive service depending upon the applicable collective bargaining union agreement. Consult the applicable collective bargaining agreements for specific provisions and eligibility.

PROMOTIONAL OPPORTUNITIES – STAFF EMPLOYEES

While we hope your current position proves sufficiently challenging and rewarding, we recognize that there are personal goals or needs that could prompt employees to pursue some other form of university service. We encourage the development of skills and abilities as fully as possible to prepare for future promotional opportunities.

Vacancy announcements for staff positions are posted weekly outside Staff Human Resource Services offices, Kendall 222, forwarded via electronic mail, are announced weekly on the CSU, Chico 24-hour Job Line (530) 898-6888, and are available on the Web site at <http://www.csuchico.edu/hr/employment.html>

You are welcome to apply for vacant positions for which you may qualify. Any interviewing required to receive consideration for another position on campus is arranged by the hiring department and coordinated by the Staff Human Resources Services Office; however, employees are individually responsible for requesting and receiving supervisory approval, in advance, for time off to participate in any interview conducted during work hours.

I. EMPLOYMENT STATUS AND PROCEDURES, continued

Vacancy announcements for campus positions, except for short-term or emergency hire positions, are posted on the bulletin board outside the Staff Human Resources Services Office for a minimum of fourteen days. Any employee who believes he or she qualifies for a vacant position may apply.

PERFORMANCE EVALUATIONS

Employees have a right to periodic performance evaluations. The evaluation process is defined by the employee's collective bargaining agreement. In general, employees will be evaluated at least once during their probationary period. Permanent employees will be evaluated on an annual basis.

The purpose of the performance evaluation, based on job-related criteria, is to recognize acceptable performance, provide objective information about inadequate performance, if any, and to identify goals for the next review period. The appropriate administrator will complete the performance evaluation, discuss it with the employee, and reach an understanding about performance, including goal setting. Employees receive a copy of the original evaluation and the original is placed in the employee's personnel file.

Faculty members and employees covered by the Management Personnel Plan have their own designated performance evaluation forms and procedures.

JOB DESCRIPTIONS

Periodically, each employee is required to complete a job description. This requirement is in accordance with a request from the Chancellor's Office that Staff Human Resources maintain current descriptions of duties for all staff positions. Some collective bargaining agreements also define this requirement. The job description is a major tool in the determination of position classification.

Reviewed upon receipt by Staff Human Resource Services, job descriptions provide an initial framework for classification actions. The job description form is an outline of the employee's work assignment and responsibilities. It provides Staff Human Resources with a description of typical tasks and duties that generally should correspond to the class standard for the position's classification title. Since organizational relationships, the scope and level of work assignment, and the work content are subject to change, this form is vital to the ongoing review process.

The job description form is prepared by the incumbent employee and reviewed by the employee's immediate supervisor and department head for accuracy and completeness. The form should be completed accurately and carefully to ensure that the employee's comments reflect the actual and not the assumed duties of the position.

PRIVACY RIGHTS AND PERSONNEL FILES

One official personnel file is maintained for each staff employee in the Staff Human Resources Services Office. Employees have the right to access, review, and have reproduced at their expense materials contained in their personnel files. Employees should contact the Staff Human Resources Services Office to arrange an appointment to review their file. Personnel files are confidential and only the employee and officials with specific permission can view a file.

GRIEVANCE AND COMPLAINT PROCESS

An employee who has a potential grievance or complaint is encouraged, whenever possible, to resolve it informally with their immediate supervisor. If resolution is not possible on an informal basis, more formal proceedings may be initiated in accordance with provisions in the appropriate collective bargaining

I. EMPLOYMENT STATUS AND PROCEDURES, continued

agreement. An employee may have the right to representation during the grievance or complaint process.

There is also a Systemwide Complaint Procedure for Discrimination, Harassment, and Retaliation complaints for **Employees Not Eligible to File a Complaint or Grievance under a Collective Bargaining Agreement or Whose Collective Bargaining Agreement Incorporates CSU Systemwide Complaint Procedure, Executive Order 928.**

Employees can also seek advice from the Director of Labor Relations at 898-4666.

DISCIPLINE (Education Code 89535)

CSU, Chico has the authority to impose discipline on employees, which may include suspension, demotion, or dismissal. CSU, Chico encourages progressive corrective action take place prior to the imposition of discipline. Under Education Code 89535, a permanent, probationary, or temporary employee may be disciplined for any of the following reasons:

- Immoral conduct
- Unprofessional conduct
- Dishonesty
- Incompetence
- Addiction to the use of narcotics or habit-forming drugs
- Failure or refusal to perform the normal and reasonable duties of the position
- Conviction of a felony or conviction of any misdemeanor involving moral turpitude
- Fraud in securing appointment
- Drunkenness on duty
- Physical or mental unfitness for position occupied

Employees have a right to appeal a suspension, demotion or dismissal to the State Personnel Board (SPB).

POSITION CLASSIFICATION

Classification is the organizing of positions into groups (or classes) on the basis of similar duties, responsibilities, and qualification requirements. A class is a specific group of occupational positions that are so similar in duties and responsibilities as to justify common treatment in compensation, qualification requirements, and other employment policies and procedures.

All staff positions are classified according to The California State University Classification and Qualification Standards. Information on classification standards for all employee classifications can be found on our web site at <http://www.calstate.edu/HRAdm/classstandards.shtml>.

Vacant positions are reviewed prior to recruitment, using the Classification and Qualification Standards as guidelines, to ensure that appropriate classifications and salary ranges are assigned to all positions. The standards ensure continuity of assignments, classification levels, and salary.

An employee and/or an administrator may request review of a position depending on the appropriate collective bargaining agreement. The review includes analysis of the current job description and comparison with the appropriate Classification and Qualification Standards and may include interviews with the requestors. Information about classification procedures is available in the collective bargaining agreements or on the Staff Human Resources Services Website.

I. EMPLOYMENT STATUS AND PROCEDURES, continued

RESIGNATION

If an employee anticipates resigning from university employment, plans should be discussed with the immediate supervisor as soon as possible. CSU, Chico requests that employees who anticipate terminating campus employment or acceptance of another offer of employment on campus give at least two weeks written notice. When leaving campus, a dated and signed resignation letter should be submitted to the supervisor/department head with an original to the Staff Human Resources Services Office. The letter should state the reason for leaving and the employee's last working day. Other information the employee considers pertinent may be included in the letter. The resignation letter will be included in the employee's official personnel file.

EMPLOYMENT VERIFICATIONS

Employees of California State University, Chico have employment verifications done through the State Controller's Work Number process. The Work Number is an employment and salary verification system utilized by most State of California departments and campuses. Employees at participating departments or campuses can use this system when it is necessary to provide employment or salary verification to organizations such as mortgage companies or rental agencies. Please visit the following web site for additional information:

http://www.sco.ca.gov/ppsd_se_worknumber.html

Please note the following steps to obtain your personal employment/salary verification:

- 1) Give the verifier (person/company requesting your information) your authorization code which is the last six digits of your social security number, the month and day (not year) of your birth, and the State of California Company Code which is 10396.
- 2) Ask the verifier to:
 - Call 1-800-996-7566 (Members only)
 - Enter the following information when prompted:
 1. State of California Company Code #10396.
 2. Last 6 digits of your Social Security number.
 3. Authorization number [2 digit birth month + 2 digit birth day].

If you have questions, or need additional instructions on how to use THE WORK NUMBER please dial customer service at 1-800-9-WORKNO (1-800-996-7566).