

**CALIFORNIA STATE UNIVERISTY, CHICO**  
**STAFF EMPLOYEE HANDBOOK**

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Note to the Reader:

This handbook is provided for your use as a ready reference and is a summary of many university personnel policies, procedures and benefits. It is designed to acquaint you with the university as quickly as possible. Information in this handbook reflects current policies and procedures and is subject to change. Should discrepancies between summaries in this handbook and the source documents (or their revision) be found, information in source documents will prevail. Highlights of university policies, practices, and benefits cannot be construed as a legal document or used for strict interpretation of the policies and benefits described. If you have any questions about the information contained in the handbook or seek information not provided, please contact the Office of Human Resources at 530-898-6771/TDD 530-898-5870, or at our Website at [www.csuchico.edu/hr](http://www.csuchico.edu/hr).