

California State University, Fresno

California State University, Fresno Foundation

PRINCIPAL INVESTIGATOR HANDBOOK

SECTION V

HUMAN RESOURCES

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V - HUMAN RESOURCES

A. General Information

Human Resource functions are available from one of two organizations: the Auxiliary Human Resources Department and the University's Human Resources/Academic Personnel Department. Each department handles a different group of employees as defined below. The Auxiliary Human Resources Department is responsible for providing recruitment/selection, benefits, classification, employee relations, workers compensation/safety, training, and payroll services to all Non-State employees of the Foundation.

University Human Resources/Academic Personnel is responsible for providing the full range of human resource management services to all State employees, including management positions, positions covered by the five collective bargaining agreements, and all other State employees not represented by collective bargaining.

B. Auxiliary Human Resources Services

General Information

The Auxiliary Services Human Resources Department (Auxiliary HR) is located at 2771 E. Shaw Avenue, Telephone (559) 278-0865, FAX (559) 278-0988.

Employee Relations	(559) 278-0879
Recruitment/Selection	(559) 278-0907
Benefits Workers Compensation Leaves and Separations	(559) 278-0860
Classification and Training	(559) 278-0909
Foundation Payroll	(559) 278-0849
Website	http://www.auxiliary.com

Auxiliary HR is available to help Foundation PIs/Project Directors with employment needs. As soon as Foundation Financial Services is notified that an award is pending, a Grant Accountant will be assigned to assist you. If you need to hire staff, your Grant Accountant will put you in contact with the appropriate staff at Auxiliary Human Resources. Please remember that the hiring of employees cannot take place until a fully executed grant or contract agreement is received by the Foundation, but Auxiliary HR can assist in the process prior to that time (i.e. advising on the development of essential duties, and initiating the recruitment process).

The Foundation is the employer of record for all persons paid with funds generated by grants, contracts, revenue, and agency accounts where the Foundation is the Grantee. The Foundation HR policies and procedures are designed to comply with the various federal and state regulations, but are different than University/State policies as the Foundation is considered a private employer. Failure to follow applicable Human Resources policies could result in legal penalties including the cancellation of your grant or contract.

Employment Relationship

California State University, Fresno Foundation is an at-will employer. At-will means employees may terminate their employment with the Foundation at any time, with or without advance notice, and with or without cause, and the Foundation has similar rights.

No manager, supervisor or employee of the Foundation has authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Additionally, in its sole discretion and without advance notice, the Foundation may promote, demote, increase or decrease pay, and modify job duties of any employee.

It is not possible to anticipate or describe every situation that may arise in the workplace, or to provide information that answers every question. Changes and revisions will be communicated through written notices within a reasonable time for notification of such changes.

The Foundation is not governed by collective bargaining. Although some benefits and

policies may be similar to those of the University, the Foundation has developed its own policies and procedures, some of which are outlined in the Foundation's Employee Handbook available at <http://www.auxiliary.com>.

Employment Categories

The following definitions will help with understanding employment status and eligibility for benefits. These classifications do not guarantee employment for any specified period of time and might change if the need arises.

Exempt/Non-Exempt

Every position is designated as either "Non-exempt" or "Exempt". This particular designation has no relationship to whether or not an employee is eligible for a specific benefit, except that employees filling non-exempt positions are eligible for overtime pay when applicable. These positions typically include hourly, clerical, and secretarial types of positions.

Employees filling exempt positions are not eligible to receive overtime pay. These positions typically include exempt executive, administrative or professional employees.

**Job duties determine whether a position is exempt or non-exempt. Auxiliary HR will make the final determination on the status of a position based on the Fair Labor Standards Act (FLSA).*

Position Definitions

The following are definitions used to describe eligibility for benefits.

Regular Full-Time Position - Employees who occupy these positions are assigned to work 40 hours per week, paid on a salary basis, and are eligible for full benefits provided by the Foundation (health insurance, vacation/sick leave, etc.).

Regular Part-Time Position - Employees who occupy these positions typically work less than 40 hours per week and at least 20 hours per week, and the employment is expected to last at least six months. These positions are eligible for benefits provided by the Foundation.

Other Position*- Employees who occupy these part-time positions (i.e. student, student research assistants, temporary, causal, and/or on-call) are not eligible for Foundation provided benefits. These employees are typically eligible for other benefits such as Workers' Compensation, Disability and Unemployment Insurance. *Recruitment is not required for "other" positions.

University Faculty/Staff

- Released Reimbursed Time – The Foundation (grant/contract) reimburses the University for services charged to a sponsored project by existing faculty/staff. Refer to the [Released Reimbursed Time Computation Form](#) located on the Foundation Web site.
- Assigned Cost Share Time – Released time of faculty/exempt staff NOT reimbursed by Foundation (grant or contract). Salary percentage used as cost share.
- Faculty Academic Year Overload – Up to 25% overload (cumulative total of all overload activities) during academic year as allowed per faculty contract. Overload pay is paid on an hourly basis through the Foundation. Refer to the [Additional Employment Policy](#) on the University Human Resources Web site.
- Faculty Summer Employment – Additional compensation for up to three (3) months for summer employment.

Student Assistants

- *Fresno State* students employed by the Foundation.

Volunteers

- The Foundation does not provide workers' compensation coverage for volunteers. If you have volunteers, please contact University Human Resources as Auxiliary HR does not monitor volunteers acting on behalf of the Foundation.

Employee Recruitment/Selection (Hiring Process)

We are committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, physical or mental disabilities, medical condition, age, or any other consideration protected by law. Our policy applies to all employment practices, including hiring decisions, compensation, benefits, promotions, transfers, training, disciplinary action, and terminations.

Initiating a Recruitment

Please reference “How to Conduct a Successful Recruitment” [\(LINK TO PENDING GUIDELINES\)](#) for complete guidelines on conducting a recruitment. Please find some key procedures listed below:

- Determine who will serve on the search committee, including who will serve as the Committee Chair.
- Complete and/or update the Job Description [\(LINK PENDING\)](#). See “Developing a Job Description” below.
- Complete a Job Requisition Form and obtain appropriate approval signatures, including your Grant Accountant, and provide the Cost Center account that you are authorizing the recruitment-related charges to be applied against. Refer to the Web site link at: http://www.auxiliary.com/HR/emp_forms.shtml.
- Once approval signatures are obtained, please forward both documents to Auxiliary HR. Please submit an electronic version of the job description.
- Once received by Auxiliary Human Resources, please allow a *minimum* of one week for completion of the job listing.
- Fees associated with advertisements and/or background checks will be charged to your Cost Center account per your completed Job Requisition Form.

**The recruitment process is not utilized for the “other employees” category listed above OR for key personnel specifically named in the sponsored project*

application/award.

Advertising for Recruitments

Advertising fees from various sources such as local newspapers, websites, etc., are charged to the grant or Department/College requesting the advertisement. If you would like your position advertised in a specific publication or website, please include this information along with the necessary contact/account information on the job requisition form.

Developing a Job Description

Job descriptions and titles are often developed by using University job descriptions that may have similarities in job duties and responsibilities and can be used as a *guideline* when a grant or contract is proposed. Foundation position descriptions and titles may vary depending on the unique skill sets often required for a grant or contract, and may be highly individualized to meet particular needs. It is the responsibility of the PI/Project Director to identify the essential duties and knowledge, skills, and abilities for the position.

For assistance in developing job descriptions and the job description template, please contact Auxiliary HR at (559) 278-0909.

Offer of Employment

Once a successful candidate has been identified, the following should occur.

Salaried/Benefited Employees

Prior to new salaried/benefited employees commencing employment, they must successfully pass a comprehensive background check which cost will be charged to the grant. They must also attend a new hire orientation with Auxiliary HR within the first three days of employment. It is the responsibility of the PI/Project Director to coordinate the orientation.

Part-Time/Hourly Employees

Prior to new part-time/hourly employees commencing employment, all hiring paperwork must be completed with appropriate signatures and turned in to Auxiliary HR. It is the responsibility of the PI/Project Director to ensure all approval signatures and employment eligibility documents (proper identifications) are included.

Hiring Potential Employees with VISA status

Prior to making an offer of employment, please contact Auxiliary HR as each situation may vary.

Benefits

The Foundation has established a number of employee benefits programs for eligible employees. Benefits typically include: medical, dental, vision, life, 401(k), vacation, sick, and holiday pay. However, not all Foundation positions are required to offer all benefits. In addition, 401-K plans may or may not include eligibility for employer matching depending on sponsored program restrictions. Please contact Auxiliary Human Resources for current benefit plans offered. You may also consult the on-line handbook for further explanation. Refer to the link to the Foundation employee benefits at: http://www.auxiliary.com/HR/foun_ben.shtml.

Payroll and Time Keeping

The following policies have been developed to help ensure all employees are paid on time and accurately in order to avoid fines and penalties:

Salaried/Benefited Employees

Monthly Attendance Reports must be completed, signed by the employee and supervisor (grant/contract PI/Project Director) and submitted to the Auxiliary HR to the attention of the Payroll Technician by the 5th of the following month.

Refer to the link to the form at: http://www.auxiliary.com/HR/emp_forms.shtml.

Part-time/Hourly Employees

Original Time Vouchers must be completed and signed by the employee and supervisor (grant/contract PI/Project Director) and turned in to Foundation

Financial Services by the 1st and 16th of every month. The [Time Voucher Form](#) is located on the Foundation Web site. Foundation Financial Services staff are located at 4910 N. Chestnut Ave.

Faculty Overload/Summer Pay Agreements

University faculty requesting overload pay during the academic year (limited to 25% cumulated time) and/or summer pay are required to have an approved (all four signatures) Overload Agreement on file with Foundation Payroll prior to submitting a Time Voucher for payment. Refer to the link to the University Additional Employment policy at: <http://www.csufresno.edu/humres/MAPP/II/G/G-02.pdf>. Overload Agreements that expire or need to be revised must be re-submitted with updated information and approvals. Overload Agreements should be submitted to Auxiliary Human Resources Department to the attention of the Payroll Technician. Time Vouchers are to be submitted to Foundation Financial Services by the 1st and 16th of every month for timely payroll processing. See Paydays section listed below.

Paydays

Salaried employees are paid on the 15th and the last day of the month. When the pay date falls on a holiday or weekend, the last workday before the normal pay date will be the payday.

Pay dates for hourly employees are on the 7th and 22nd of each month. When the pay date falls on a holiday or weekend, the last workday before the normal pay date will be the payday.

Salary Increases

Pay increases for salaried/benefited employees are initiated by the PI/Project Director and submitted on a Transaction Form. Refer to the link to the form located on the Web site at http://www.auxiliary.com/HR/emp_forms.shtml. Pay increases are subject to sponsor restrictions and must be signed by the PI/Project Director, Grant Accountant, and in some cases the Dean of your College/School or the Provost for Academic Affairs. Once completed, the Transaction Form should be forwarded to Auxiliary HR for

processing. Pay increases should be made effective on the 1st or 16th of the month.

Other Payroll Topics

Further explanation for payroll checks, direct deposit, and various payroll deductions from pay are located in the Foundation Employee Handbook under the “Payroll and Timekeeping” section.

Employee Relations

Please refer to Foundation Employee Handbook for a complete description of the Work Considerations and Employee Conduct.

If you have an employee relations issue, (i.e. disciplinary issues such as attendance and punctuality, work issues, performance issues, etc.) please contact Auxiliary HR at (559) 278-0879.

Separation of Employment

“Regular” employees separating from employment must be referred to Auxiliary HR for an exit interview to discuss such issues as employee benefits, the return of Foundation property, and any sponsored project related forms or issues.

For “Other” employees whose employment is being separated, the PI/Project Director needs to immediately contact the Foundation Payroll office to arrange for the final payment of wages owed. Any Foundation Property or sponsored project related forms or issues should be addressed with the employee by the PI/Project Director prior to the employee’s departure.

Leaves of Absence

The Foundation has several types of leaves available to accommodate a variety of leave situations, depending on the circumstances. While some leaves are paid, some are provided without pay. Please contact Auxiliary HR to discuss the various leave options available.

Work Related Injuries

All employees paid by the Foundation are covered by Workers' Compensation

Insurance. This benefit is provided to assist Foundation employees who become injured on the job or acquire a work-related illness. It applies to employment based illnesses or injuries that require medical or hospital treatment.

The Foundation has implemented a comprehensive safety plan, known as the Injury and Illness Prevention Program. This plan contains important policies and procedures that all employees are required to follow. Safety is a mutual responsibility. The Foundation Injury Illness and Prevention program is available at [\(LINK TO PLAN PENDING\)](#).

** If you have an employee injured on the job, first seek immediate medical attention, and then contact Auxiliary HR at (559) 278-0860 to report the injury.*

Human Resource Management Questions

Please contact Auxiliary HR at the appropriate telephone number (see pages 77-78) with any questions you may have regarding human resource management matters pertaining to the Foundation..

C. University Human Resources and Academic Personnel

General Information

For information about employing faculty contact Academic Personnel. The Academic Personnel office is located in room 118 of the Thomas Administration Building. This department can be reached at 559-278-2037. More information can be found at: <http://www.csufresno.edu/aps/>.

For information about employing all other stateside employees contact Employment and Benefits Services (EBS) within the Human Resources Department. EBS is located in room 164 of the Joyal Administration Building. This department can be reached at 559-278-2032. More information can be found at: <http://www.csufresno.edu/humres/>.

Questions regarding benefits or leaves of absences for any stateside employee may be directed to Employment and Benefit Services at 558-278-2032 or by visiting the website at <http://www.csufresno.edu/humres/Benefits/>.

For information regarding payroll for stateside employees, contact the Payroll Department which is located in room 249 of the Joyal Administration Building. This department can be reached at 559-278-3960. More information can be found at: <http://www.csufresno.edu/Payroll/>.

The above departments are available to help the Foundation PIs/Project Directors with employment needs. As soon as Foundation Financial Services is notified that an award is pending, a Grant Accountant will be assigned to assist you. If you need to hire faculty or staff on the stateside you can contact the appropriate office listed above. Remember that the source of funds usually determines if the hiring is done on the stateside or through the Foundation. Also remember that the hiring of employees cannot take place until a fully executed grant or contract agreement is received by Foundation, but the parts of the process can begin prior to that time (i.e. writing of job descriptions, classifying the position, creating a recruiting plan).

Our human resources policies and procedures are designed to comply with the various

bargaining unit agreements and federal and state regulations. Failure to follow applicable Human Resources policies could result in grievances and legal penalties including the cancellation of your grant or contract.

Questions regarding policies and procedures should be directed to the appropriate office listed above.

Hiring a Stateside Management or Staff Employee

Position Status

There are different types of position classes depending on the type of position being filled. The position class is determined by the type of work that must be completed. To make a determination of the class, the PI/Project Manager will be requested to submit a position description.

The position description should include:

- Organizational data (location, reporting structure, title)
- The tasks that the individual will be expected to perform
- The level of responsibility and decision making the individual will have
- Whether the position has responsible for cash, has access to confidential student records, or is required to drive on state business
- Whether the individual will supervise others.
- The duration of the assignment
- The number of hours the individual will be asked to work each week,

This information will help determine:

- The stateside classification for the position
- Whether the position will be covered by a bargaining agreement or not
- The salary range
- Whether the position is non-exempt or exempt
- The appropriate recruitment process
- Whether any background checks for the successful candidate are necessary
- Whether the position will be permanent or temporary
- Whether the position will be full-time, part-time or intermittent,

A guide to writing position description can be found on the Human Resources website at: <http://www.csufresno.edu/humres/>. Once the position description is completed it should be sent to the Employment Manager in EBS for review and to make a classification determination. Once the classification is determined the recruitment process can begin.

Recruitment Process

With the classification determined, the PI/Project Manager can begin communication with the Human Resources Analyst assigned by the Employment Manager to support the recruitment. The HR Analyst will help the PI/Project Manager determine the appropriate recruitment process for the type of position to be filled. For some positions, depending on the duration of the appointment and the classification, no recruitment process is necessary if the PI/Project Manager has a qualified candidate available. Other positions may require a full posting of the position and a search committee involvement for review of applicants. There are many variations of the recruitment process so each recruitment must be reviewed individually to determine the most efficient and correct process to use. There is also a campus approval process that must be completed before a recruitment can begin. The HR Analyst can help the PI/Project Manager complete this process.

Offer of Employment

The HR Analyst is the one authorized to make a job offer on behalf of the University. Once the successful candidate is identified through the recruitment process, the required paperwork should be returned to EBS. The required documentation to hire an individual will be dependent on the type of recruitment process approved for the filling of the position. The HR Analyst will provide the PI/Project Manager with guidelines for the correct type of documentation to complete once the type of recruitment has been determined.

No job offer should be made prior to the approval by EBS. If any background checks are necessary for the position (these would have been identified when creating the position description) the HR Analyst will follow-up to see that they are completed before the individual begins employment. An employment letter stating the details of the

individual's employment with the University will also be sent to the individual with a copy to the PI/Project Manager. The successful candidate will be required to sign this letter acknowledging acceptance of the terms of the employment offer.

Work Eligibility

It is illegal to discriminate against any individual based on their perceived ability or inability to legally work in the United States. Legally we can not ask about an individual's ability to provide proof of eligibility to work in the United States until the individual's first day of work. Therefore, if the situation arises where the successful candidate is unable to provide evidence that they are eligible to work legally in the United States, we will have no other alternative than to rescind the job offer immediately. It is encouraged that the PI/Project Manager work with EBS if they anticipate an issue in this area.

Benefits

Benefits for all employees are determined by the classification and the duration of the appointment. Only continuous appointments in bargaining unit classifications that are for six months and one day in duration are eligible for medical, dental, and vision insurance. Depending on the bargaining unit, some positions are eligible for life insurance. Vacation, sick, and holiday pay are accrued and paid depending on the type of appointment. Once the classification status has been determined, the benefits can also be determined. More information about University benefits can be found at: <http://www.csufresno.edu/humres/Benefits/>.

Salary Increase

Some of the bargaining agreements provide different mechanisms for providing salary increases for employees; other agreements do not or are silent on the issue. There are also instances in which a collective bargaining agreement requires that employees be given an automatic increase in salary (General Salary Increase) that must be covered by the grant or contract. If a PI/Project Manager desires to increase the salary of a stateside employee they should contact the HR Analyst to discuss the reasons for the desired increase and determine if there is a mechanism available to provide it.

Employee and Labor Relations

If you have an employee relations issue, (i.e. disciplinary issues such as attendance and punctuality, work issues, performance issues, etc.) please contact University Human Resources at (559) 278-2364.

All labor relations for staff issues are also handled through the University Human Resources. Any informal grievances should be reported to Human Resources.

Please refer to the Staff Employee Handbook for a complete description of the Work Considerations and Employee Conduct at: <http://www.csufresno.edu/humres>.

Termination of Employment

Employees who are temporary with a pre-determined appointment end date will be terminated automatically at the end of the appointment. If the PI/Project Manager needs to have the appointment extended past the pre-determined appointment end date they should contact the HR Analyst prior to the appointment end date to ensure that the employee is not terminated. Because there are some types of appointments that cannot be extended past the appointment end date, it is important that the PI/Project Manager contact the HR Analyst as soon as it is known that the appointment may need to be extended.

If an employee wishes to resign from a position with the University, the employee should submit a letter of resignation to the PI/Project Manager. The PI/Project Manager should respond promptly to the employee with a letter accepting the resignation. The employee should be directed to the Checklist for Separating Employees at: <http://www.csufresno.edu/humres/EmpSeparation/Emp.Sep.Chklist.htm>. This website also provides an example of a manager's acceptance letter.

If a PI/Project Manager has a need to terminate an employee they should contact Human Resources at 559-278-2032 to discuss the situation.

Leave of Absence

Leave of Absences are determined by a variety of sources including bargaining agreements and federal and state laws. Depending on the circumstances, some leaves

may be paid and some may be offered without pay. Please contact EBS to discuss the various leave options available.

Hiring of Faculty/Additional Employment of Current Faculty

Article 35 of the CFA MOU limits CSU employment (i.e., employment compensated through the CSU payroll) to the equivalent of one full-time position in a primary or normal work assignment. However, the MOU allows for additional employment of up to twenty-five percent (25%) of a full-time faculty position if the additional employment:

1. Consists of employment of a substantially different nature from the faculty member's primary or normal work assignment; **or**
2. is funded from non-general fund sources; **or**
3. is the result of part-time employment on more than one campus.

A faculty member paid 100% from federal grant funds may not work more than 100% time.

When applying the limitations of the additional employment policy, the applicable time period for an employee in a twelve-month assignment is the calendar year. The applicable time period for AY and 10-month faculty is the academic year.

Additional employment and overload limits are calculated and applied independently during vacation, holiday periods, or other academic breaks.

Additional employment limitations are based on time-base, not salary. The PI/Project Director is responsible for determining the extent of an employee's CSU workload prior to appointment to any position. The CSU workload includes employment at any CSU campus or CSU Auxiliary (e.g., the Foundation).

The salary rate for additional employment may be the same as the rate for the primary faculty appointment; however, a different salary rate is permitted if appropriate for the work performed and if allowed by the funding source (e.g., private corporation contract). In the case of a federal grant or contract, the rate of pay for the additional employment must be the same as the CSU base rate of pay in the primary assignment.

See <http://www.calstate.edu/HRAdm/Policies/HR2002-05.pdf> for full copy of the CSU Additional Employment Policy.

Hiring New Faculty for Grants/Contracts

Recruitment of new employees for grant and contract work ordinarily proceeds through the University's Human Resources Office or Auxiliary Human Resources. Please consult Academic Personnel Services in the rare instance in which recruiting and hiring a new faculty member for grant or contract work is contemplated.

Payroll and Time Keeping

Most stateside employees are eligible for direct deposit of state payroll and are encouraged to sign up for this service. The form for direct deposit enrollment can be found on the University payroll Web site at <http://www.csufresno.edu/Payroll/>. Employees should verify with payroll of the eligibility to enroll in this program.

Monthly Paid Employees

A monthly attendance summary (Form 634) must be completed and signed by the employee and the employee's managers each month. This form documents all exception time for the employee. The information from the form is transmitted to the Payroll Department by the employee's department and the original form is filed in the employee's department.

Pay dates for month paid employees fall around the end of the month, but do vary based on the payroll calendar which can be found on the payroll website at: <http://www.csufresno.edu/Payroll/>. The PI/Project Manager should inform all employees as to the departments practice for distribution for state paychecks.

Intermittent Hourly Employees

Original Temporary Help Vouchers (<http://www.csufresno.edu/Payroll/TempHelp.doc>) must be completed and signed by the employee and the employee's manager each month documenting the hours worked by the employee. The original voucher must be sent to payroll at on the 1st workday of each month for the previous month's work.

Pay dates for intermittent hourly employees fall around the 15th of the month, but do

vary based on the payroll calendar which can be found on the payroll website at: <http://www.csufresno.edu/Payroll/>. The PI/Project Manager should inform all employees as to the departments practice for distribution for state paychecks.

Work Related Injuries

All employees paid by the University are covered by Workers' Compensation Insurance. This benefit is provided to assist University employees who become injured on the job or acquire a work-related illness. It applies to employment based illnesses or injuries that require medical or hospital treatment.

The University has implemented a comprehensive safety plan, known as the Injury and Illness Prevention Program. This plan contains important policies and procedures that all employees are required to follow. Safety is a mutual responsibility. Each department within the University has an individual IIPP to cover the unique elements of the department. It is the responsibility of each PI/Project Manager to train each new employee of the safety issues of particular job and department.

If you have an employee injured on the job, first seek immediate medical attention, and then contact our Workers' Compensation Specialist at (559) 278-2125 to report the injury. More information about workers compensation can be found at: <http://www.csufresno.edu/ehs/workers-comp.htm>.