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## COMPENSATION AND LEAVE

600.1	General Provisions
600.2	Overtime
600.3	Holidays
600.4	Shift Differential
600.5	Training and Travel Compensation
600.6	Promotions and Position Reclassifications
600.7	Call-In/Call-Back/Standby (On-call)
600.8	Jury Duty, Required Court Appearances and Compensation
600.9	Report of Time for Compensation
600.10	Regular Days Off
600.11	Duty Assignments and Hours
600.12	Coffee and Lunch Breaks
600.13	Authorized and Unauthorized Leave: General Provisions
600.14	Vacation Leave
600.15	Sick Leave
600.16	Disability Leave
600.17	Parental Leave
600.18	Military Leave
600.19	Funeral Leave
600.20	Leaves of Absence
600.21	Temporary Duty Modification
600.22	Tardiness
600.23	Workers' Compensation
600.24	Service and Professional Organizations and Compensation
600.25	Daylight Savings Time
600.26	Special Assignment Pay (Stipends)



### 600.1 General Provisions

Under most circumstances, issues related to compensation and leave benefits are controlled by the Federal Fair Labor Standards Act (FLSA), California Administrative Regulations (CAR), Collective Bargaining Agreements or policy statements originating from California State University, Long Beach Staff Personnel Services or the Division of Personnel Services (SUAM) in Sacramento.

Establishment of a base salary rate, step increases, ~~basic~~-salary increases, ~~merit~~ salary increases, and cost of living increases will be done in accordance with the collective bargaining agreement of the individual employee.

The following regulations are designed as an operating guide for ~~Department~~ conduct. In all cases of conflict, the above cited authorities shall supersede any Department policy or supervisory order.

### 600.2 Overtime

600.2.5 The use of flex time to avoid the payment of overtime will not be allowed, except with the approval of the employee and in accordance with that employee's collective bargaining agreement with the CSU.

### 600.3 Holidays

Whenever possible, within budgetary constraints, employees will be offered the option of holiday pay or time at a later date.

600.3.1 All employees are subject to work holidays and may be required to do so. Scheduling of holidays, and holiday work, will be done in accordance with employee collective bargaining unit agreements with the CSU.

600.3.2 Departmental units requiring staffing on a holiday will do so at the minimum authorized level.

600.3.3 Holidays are announced by Staff Personnel Services at the beginning of each calendar year.

600.3.4 Employees required to work on a holiday will be compensated at one and one half the regular rate. Only the actual hours worked will be used in the computation of overtime.

### 600.4 Shift Differential

Only forty hour employees are eligible for shift differential, per current CSULB Personnel Regulations.

600.4.1 Shift differential will not be paid on overtime hours.

### 600.5 Training and Travel Compensation

Training, if required, is time worked and counts toward overtime computation. Travel time to training is time worked, if the employee drives to training.

Travel time to training held on campus is not included for compensation. Travel time, in excess of the normal driving time to work is compensated for training held within and outside the metropolitan Long Beach area.

Employees attending service training will receive a minimum of three (3) hours compensation, except where attendance occurs during normal duty hours.

### 600.6 Promotions and Position Reclassifications

Where possible, within budgetary constraints, employees will be given the maximum pay increases or minimum pay decreases allowed under current CSULB Personnel Regulations.

### 600.7 Call-In/Callback/Stand-by (on-call)

The above terms are defined as follows:

- (a) Call-in: Where an employee is called in to work on a regularly scheduled day off.
- (b) Call-back: Where an employee has already worked an assigned tour of duty and is called back to work to complete a second tour of duty or part of a tour.
- (c) Standby (on-call): A period of time outside the employee's regularly scheduled work hours, during which the employee is required to remain available to

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Generally, employees will be assigned specific, defined duties for specific days and the same set of hours for each work day. Schedule alterations or rotating shifts may be established dependent upon existing or projected requirements.

600.11.1 Employees will be given a minimum of two weeks notice to a permanent change of duty schedule or assignment.

600.11.2 Employees will be given a minimum of fourteen (14) days notice to a temporary change of duty schedule or assignment, except where:

- (a) The change is in response to emergencies.
- (b) The change is pursuant to actions of the employee which may result in disciplinary action.
- (c) The change is made as a result of an employee failing to maintain a condition of employment.

600.11.3 Where allowed by Collective Bargaining Agreement, and by mutual agreement, any employee who works extra hours not scheduled or planned as time, on a regularly scheduled work day, may have his/her work schedule adjusted (reduced) for the following work day or for another mutually agreeable work day within the current fourteen (14) day period, commensurate with the number of extra hours worked, so as to maintain an eighty (80) hour work schedule within the fourteen (14) day period.

600.11.4 Where allowed by Collective Bargaining Agreement, and by mutual agreement of all involved parties and the Department, any swaps of shift, days off, or hours of duty must be documented on the appropriate form and the swap must be completed in the same 80 hour work period.

#### 600.12 Coffee and Lunch Breaks

The Department shall adhere by the provisions of the collective bargaining agreements.

600.12.1 Employees who are not paid for their lunch breaks will take this time away from their work day. Employees who are not paid for their lunch breaks will take this time away from their work day.

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## 600.12.6 Employees who are paid for their lunch breaks



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600.15.5 Where an employee has exhausted accrued sick leave, a specific request must be made to the Manager prior to use another form of accrued leave. A decision will be at the discretion of the Manager. Where no such request is made, the absence shall be counted as leave without pay (duty). The Manager will additionally document this with an email to the timekeeper. When such request is made and approved, the time sheet shall reflect "Vacation/Sick." Generally, employees who have a documented history of sick leave abuse or misuse will not be allowed to use other forms of leave time.

600.15.6 Employees may be counseled or disciplined for the excessive use sick leave, especially when such usage places an unreasonable burden on co-workers.

#### 600.16 Disability Leave





### 600.23 Workers' Compensation

In normal circumstances, a Worker's Compensation claim is between the employee, the State Compensation Insurance Fund, and Safety & Risk Management. The Board will render whatever assistance and information it can on behalf of the employee. All procedures and processes shall conform to Worker's Compensation procedures as administered by Safety & Risk Management.

600.23.1 All on-duty injuries require a report of injury and shall incorporate the following requirements:

- (a) All forms shall be completed by a supervisor before going off duty.
- (b) The employee should be strongly encouraged to be examined at the designated Worker's Compensation facility or the appropriate emergency room before going off duty.
- (c) The supervisor shall follow the physician's recommendations. Where light duty is recommended and there is no legitimate work for the employee, the employee shall be sent home (see 501-2 (n) 010 Tw 95.715 0 The (s) 14 H. 09.9

600.24.4 It shall be the individual employee's or organization's responsibility to ensure compliance with all applicable State laws and University Regulations.

600.25 Daylight Savings Time

The Department shall handle daylight savings time in a manner most beneficial to the employee.

pend will be awarded for each week when serving as an FTO, up to a maximum of \$400 for the month.