

Date: July 30, 2009

Code: TECHNICAL LETTER
HR/Benefits 2009-06
San Francisco State University Only

To: Lori Gentles
Associate Vice President
Human Resources, Safety and Risk Management

Robin Bates
Manager, Benefits and Disability Initiatives
Human Resources, Safety and Risk Management

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: **Benefits and Leave Update: San Francisco State University (SFSU)
Head Start Program Employees (Unit 12)**

Overview

Audience: San Francisco State University campus designee(s) responsible for administering benefits for Head Start Unit 12 employees.

Action Item: None (Informational Only)

Affected Employee Group(s)/Unit(s): All Head Start Employees (Unit 12)

Summary

This technical letter highlights the Benefits and Leave program changes that are effective as the result of a new three (3) year Collective Bargaining Agreement (CBA) between the CSU and the Service Employees International Union (SEIU), Local 790, effective July 21, 2009, through May 31, 2012. Please note that the Non-Industrial Disability Insurance (NDI) benefit increase is effective June 1, 2009.

Campus designees responsible for benefits administration should read the technical letter in its entirety.

The California State University (CSU) and the Service Employees International Union (SEIU) Local 790, recently completed negotiations on a new three (3) year Collective Bargaining Agreement (CBA) for SFSU Head Start represented employees. The effective date of the Agreement is July 21, 2009, through May 31, 2012. All changes are effective July 21, 2009, with the exception of an increase to the Non-Industrial Disability Insurance (NDI) benefit. Benefit and Leave program changes are highlighted below.

Definition of Immediate Family

Immediate family includes: the employee's spouse or domestic partner; the father, mother, sister, brother, grandparent, great-grandparent, child (including foster, adopted and step-child), grandchild of the employee

Distribution:

SFSU President Corrigan
SFSU Vice President, Administration
Vice Chancellor, Human Resources

SFSU Payroll Manager
SFSU Employee Relations Designee
CO Labor Relations Staff

and the employee's spouse or domestic partner; the employee's son-in-law, daughter-in-law; and a relative of the employee, spouse or domestic partner who is living in the immediate household of the employee.

Vacation

An advance seven (7) day notice is required for use of vacation time for durations of less than one (1) week. Such requests must be made in writing.

Bereavement Leave

Bereavement Leave has been increased from two (2) to three (3) days. The 500 mile travel requirement has been eliminated. In addition, such leave can be supplemented with the employee's personal leave credits.

Sick Leave

An advance notice (when possible) of at least two (2) days should be provided by the employee to the CSU when utilizing sick leave credits for the purposes of a scheduled appointment.

Non-Industrial Disability Insurance (NDI)

The weekly amount of the NDI benefit has been increased from \$125.00 to \$250.00 per week. This provision is retroactively effective June 1, 2009.

Emergency Care Leave Extension

For the purposes of emergency family care due to illness or injury in the immediate family, an additional ten (10) days of accrued sick leave credit may be authorized for family emergency care during one (1) calendar year.

Common Management Systems (CMS) Processing Instructions

The change to Bereavement Leave will have an impact on CMS baseline. Additional information will be provided in a future CMS communication.

Questions regarding this Technical Letter may be directed to Human Resources Management at (562) 951-4411. This Technical Letter is also available on the Human Resources Management Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/mh