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To: Human Resources Directors
Benefits Representatives

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management



Subject: Benefits and Leave Update – SETC (Unit 6) Employees

Overview

Audience: Human Resources Directors, Benefits Representatives, and/or campus designee(s) responsible for health benefits administration

Action Item: Information only

Affected Employees: Unit 6 Employees

Summary

This Technical Letter provides updates to provisions of the SETC contract covering Parental Leave, Adoption/Foster Care Leave, Meal Allowances, and the Employee Fee Waiver Program.

Campus designees responsible for administering the above programs/provisions should read the remainder of this Technical Letter in its entirety.

The California State University (CSU) and the State Employees Trade Council (SETC) agreed to a new contract effective September 22, 2009 through June 30, 2011. Benefits and leave highlights are provided below:

Parental (Maternity/Paternity/Adoption Leave)

Parental Leave for eligible Unit 6 employees now provides:

- Leave to care for a newborn child or for the adoption or foster care placement of a child in the employee's home up to his/her sixth (6th) birthday
- Leave up to thirty (30) workdays per calendar year with pay and commences within sixty (60) days of the birth of the child or placement due to adoption or foster care

Distribution:

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Executive Vice Chancellor, CFO
Vice Chancellor, Human Resources
All Campus Vice Presidents
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- Parental Leave is normally taken in full day increments and shall be taken consecutively, unless mutually-agreed otherwise by the employee and the appropriate administrator. The Parental Leave shall be concluded within one (1) year of the birth of the child or placement due to adoption or foster care.

Adoption/Foster Care for Children Age 6 to 18

Adoption/Foster Care Leave for eligible Unit 6 employees provides:

- An employee is entitled to five (5) days of paid time for the purpose of handling issues related to the placement with the employee of an adopted or foster child, who is six (6) to eighteen (18) years of age.
- The days must be taken within one (1) year from the date of the placement of a child with an employee and shall be taken in full day increments.

Please refer to Article 18 for additional information on the Parental and Adoption/Foster Care Leave programs.

Meal Allowance

When an employee is required to work more than two (2) hours before or two (2) hours after a regularly scheduled workday, he/she may claim a meal allowance pursuant to the following:

- The meal allowance will be pursuant to IRS Regulations for the appropriate meal (breakfast, lunch, or dinner) and for the region in which the campus resides;
- No receipts or vouchers will be required; however,
- The employee must follow campus procedures to request the meal allowance within five (5) days of eligibility for the meal.

Reimbursement rates for breakfast, lunch or dinner are provided in the Meals and Incidental Expenses (M&IE) chart on the U. S. General Services Administration (GSA) website at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=15586&channelId=-24653&oid=16365&contentId=17943&pageTypeld=17113&contentType=GSA_BASIC&program

- Rates are set by the federal government's fiscal year, effective October 1. To look up the daily rate applicable to your campus location, select a year and click on the "State of CA."
- In the left margin, click on the appropriate FY (e.g., October 2008 – September 2009, October 2009 – September 2010) M&IE Breakdown link to obtain the amount of the meal to be reimbursed.

For additional information on meal allowances, please refer to Article 22 of the Collective Bargaining Agreement.

Employee Fee Waiver Program

The following change was made to the Employee Fee Waiver Program:

- The age limit is increased up to age 25 for a dependent child who is the recipient of the employee's fee waiver entitlement

Please refer to Article 27 for additional information on the Employee Fee Waiver Program.

Common Management Systems (CMS) Processing Instructions

This Technical Letter has impact to CMS baseline requiring a new leave type to be added to track the new Adoption/Foster Care leave. Additional information will be provided in a forthcoming CMS communication.

Questions regarding this Technical Letter may be directed to Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

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