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November 4, 2004

**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor

Handwritten signature of Charles B. Reed in black ink.

**SUBJECT:** Delegation of Authority to Impose Discipline — Executive Order No. 920

Attached is a copy of Executive Order No. 920 which revises the prior delegation of authority to impose discipline to more accurately express current practice regarding employee discipline.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call the Office of General Counsel at (562) 951-4500.

CBR/sw

Attachment

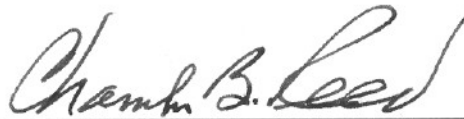
cc: Executive Vice Chancellor and Chief Academic Officer  
Executive Vice Chancellor and Chief Financial Officer  
Vice Chancellor, Human Resources  
University Auditor  
General Counsel

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4500**

**Executive Order:** 920  
**Effective Date:** November 4, 2004  
**Supersedes:** Executive Order No. 586  
**Title:** Delegation of Authority to Impose Discipline

Authority is delegated to the campus president to impose discipline on employees of the campus. The president may delegate this authority at his or her discretion to one or more designees. Accordingly, the president or designees may impose discipline under this executive order on employees within the president's appointing authority.

The Office of General Counsel reviews all proposed disciplines and notices of disciplines for legal sufficiency. General Counsel also provides or authorizes the provision of any legal services for disciplines, except when the sanction is a suspension of 30 days or less. In those cases, the campus presents the case for discipline. In addition, the systemwide Office of Human Resources is available to offer advice and assistance as campuses act under this delegation.



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Charles B. Reed, Chancellor

Dated: November 4, 2004