

**PERSONNEL MANAGEMENT
POLICIES AND PRACTICES**

HSU Sponsored Programs Foundation currently employs an Executive Director, an Assistant Foundation Manager/Accounting Manager, an Administrative Assistant, and additional accounting staff. HSUSPF Management is defined as any general operations employee who has manager in his/her title.

In compliance with the Education Code, Title 5, and applicable CSU Board of Trustees' regulations, HSU Foundation provides salaries, fringe benefits, and working conditions for its full-time employees which are comparable to those provided CSU employees performing substantially similar services. Substantially similar services are those involving the same basic sphere of duties, as reviewed and defined by HSU Foundation's Board of Directors. Based on the duties assigned to employees, as of the date of the adoption of this policy, the following comparability in classifications shall apply:

Executive Director

Administrator III

Assistant Foundation Manager/
Accounting Manager

Administrator II

Administrative Assistant

The CSU Administrative Assistant tracking class has been abolished. This position performs a combination of duties including, but not limited to, those of cashier, departmental secretary, administrative assistant and accounting technician.

Accounting Staff

Ranges from Accounting Clerk to Accounting Tech II and includes Payroll Tech services.

Executive, temporary, and part-time employees are not eligible to gain permanent status with HSU Foundation, except as provided in the conversion policy. Temporary and part-time employees are not provided retirement benefits, but all employees may be permitted to participate in voluntary tax sheltered annuity programs.

Research and special project employees and employees on fixed term contracts not exceeding three years are temporary employees. Though temporary employees are not subject to the provisions for full-time employees, every effort is made to provide salaries which are comparable to those provided for similar services.

THE CALIFORNIA STATE UNIVERSITY
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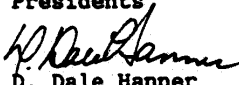
HUMBOLDT STATE
UNIVERSITY 109.
APR 26 1985

PRESIDENT'S OFFICE

Code: BA 85-7

Date: April 24, 1985

To: Presidents

From: 
D. Dale Hanner
Vice Chancellor
Business Affairs

Subject: Reduction of 250 Staff Positions--1985/86 Support Budget

The 1985/86 Governor's Budget establishes the following requirement:

Pursuant to the Governor's Management Task Force for Government Efficiency, it has been determined that 250 currently authorized positions can be eliminated. A plan to delineate the specific position reductions and the required implementing actions will be developed by the time of legislative hearings and will be implemented effective July 1, 1985. The proposed position eliminations will be consistent with the stated goals of the Task Force (increased productivity, realignment of program responsibility, and elimination of low priority programs). Since it is not currently known which program or fund will be affected by this position reduction, the positions are presented as an Unidentified Position Reduction.

Since January there have been continuing discussions about the best way to achieve this position reduction requirement involving individuals in the Chancellor's Office and various campus managers. Several options were identified and analyzed leading to the selection of the following:

1. Elimination of Resident Assistant positions from the Housing budgets. (171.8)
2. Elimination of auxiliary organization positions from the General Fund budget—Independent Operations. (60.0)

Distribution: Vice Presidents, Administration
Business Managers
Financial Managers
Chancellor's Office Staff

Presidents
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At the April 4 meeting of the Executive Council, changes in policy necessary to achieve the reduction were reviewed. There was a consensus that these changes in policy should be implemented. The primary rationale is that the two options avoid the need to reduce positions in primary programs and avoid the possibility of layoff.

Resident Assistants

The policy of appointing and paying resident assistants from Personal Services in the Dormitory Revenue Fund will be discontinued effective June 30, 1985. This change in policy deletes 171.8 positions in the Dormitory Revenue Fund and standardizes the procedure, so that all campuses will make payments in kind, as is the current practice on eight campuses. This approach also minimizes any confusion regarding benefits, other than those directly related to the services performed, i.e., Workers' Compensation, etc.

Independent Operations

The current policy concerning payment of certain auxiliary organization personnel will be discontinued as of June 30, 1985. This policy change will require that auxiliary organization employees no longer may be paid via the State payroll (Independent Operations) and then reimbursed by the auxiliary, but instead will be paid directly by the auxiliary. Thus, the change in policy will remove 60.0 positions from the State payroll without any programmatic effect on the auxiliary operation, except for the issuance of payroll warrants.

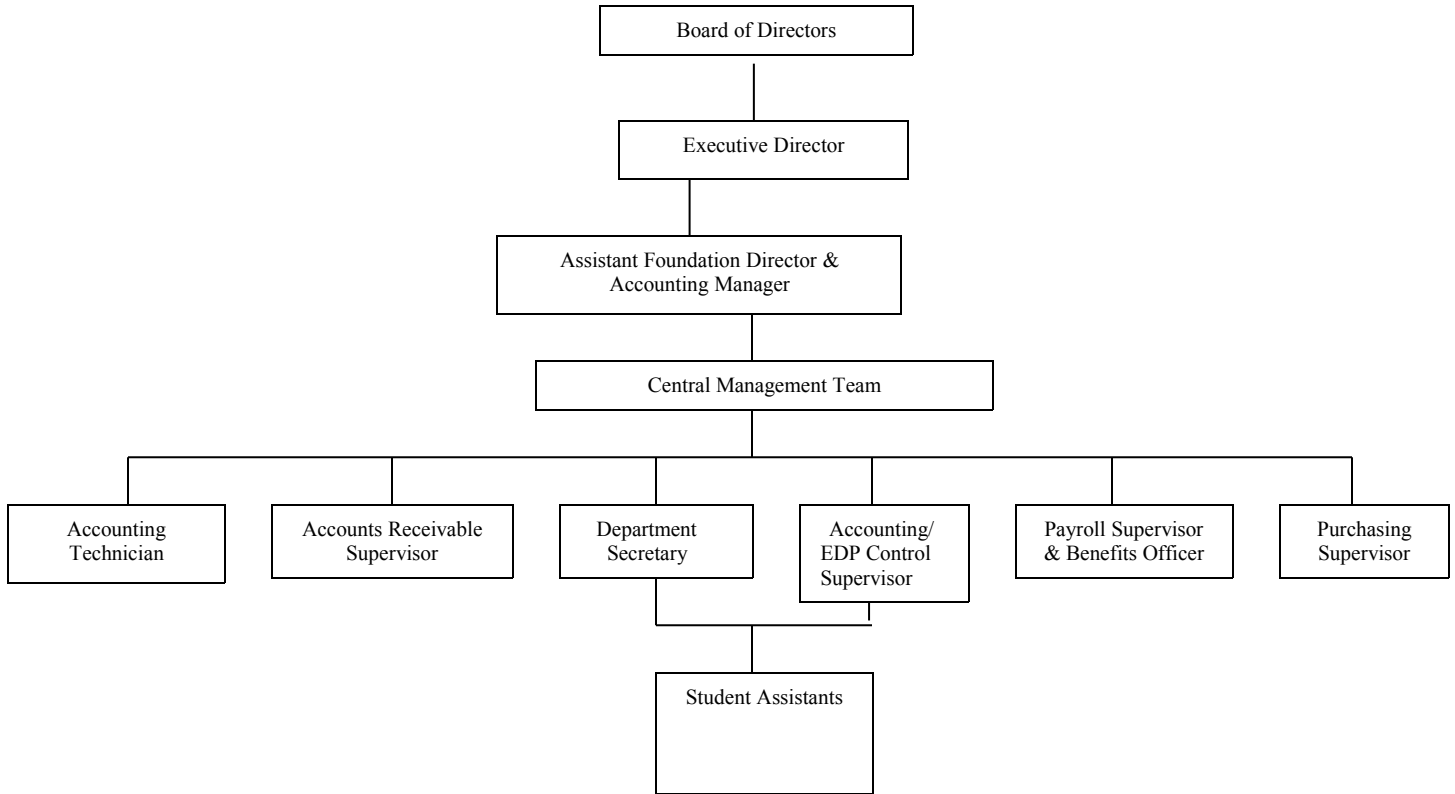
Several of the campuses have indicated that some commitments have been made to current staff and must be honored. Therefore, staff who were appointed with the understanding that they would be State employees, with reimbursement by the auxiliary, may continue in that arrangement until they leave the University. Every effort should be made to encourage these employees to accept employment by the auxiliary organization. Justification yearly will be required concerning the need to reappoint auxiliary employees to the State payroll by administratively establishing the position. Successors of these employees will not be eligible for such an appointment without the prior written approval of the Vice Chancellor, Business Affairs.

The specific actions to effect the above policy changes will be communicated to each campus by ABS and BP coded letters, including a description of a reduction of 18.2 additional positions necessary to reach the total of 250.

Questions regarding these new policies should be directed to Edmond Macias. Questions regarding implementation should be directed to John Hillyard or Louis Messner.

DDH:EM:jk

**HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
ORGANIZATION CHART**



JOINT EVALUATION PROCEDURE FOR ANNUAL REVIEW
OF HSU SPONSORED PROGRAMS FOUNDATION EXECUTIVE DIRECTOR

1. Dean of Research and Graduate Studies completes draft evaluation in keeping with HSU time frame for management review process.
2. Dean of Research and Graduate Studies forwards draft evaluation to HSU Sponsored Programs Foundation Personnel Committee for review and/or comment.
3. Final evaluation discussed in conference between Dean of Research and Graduate Studies and HSU Sponsored Programs Foundation Executive Director. The evaluation document either is finalized at this point or the process is expanded to include a meeting with the HSU Foundation Personnel Committee and the HSU Sponsored Programs Foundation Executive Director.
4. Completed evaluation report is returned to HSU Sponsored Programs Foundation Personnel Committee.
5. HSU Sponsored Programs Foundation Personnel Committee reports to the HSU Sponsored Programs Foundation Board of Directors for implementation in the forthcoming fiscal year.
6. HSU Sponsored Programs Foundation Board acts and forwards report to HSU President.