

**HUMBOLDT STATE UNIVERSITY**  
 CSUEU, APC, UAPD, MPP's, Confidential and Excluded Employee Classifications  
 (Revised August 3, 2009)

|                                   |  | <b>Campus Furlough Day Operations</b> |                |        |   |
|-----------------------------------|--|---------------------------------------|----------------|--------|---|
|                                   |  | Open                                  | Partially Open | Closed | Comments  |
| <b>President's Office</b>         |  | X                                     |                |        | Open during campus furlough days except when calendar indicates closure; MPP, Confidential & CSUEU staff on individual furlough plans   |
| <b>Provost/VPAA's Office</b>      |  | X                                     |                |        | Open during campus furlough days except when calendar indicates closure; MPP, Confidential & CSUEU staff on individual furlough plans   |
| Colleges (3)                      |  | X                                     |                |        | Deans and CSUEU employees in college offices will have individual furlough day plans to meet campus/college needs. Other MPPs and CSUEU staff off during campus furlough days.  |
| Academic Instruction/Classes      |  | X                                     |                |        |   |
| Department Offices                |  |                                       |                | X      |   |
| Child Care Lab                    |  | X                                     |                |        | Open during campus furlough days; CSUEU staff on individual furlough plans  |
| Library                           |  |                                       | X              |        | Library circulation operations open and available (Circulation CSUEU staff will be on individual furlough plans). Employees not subject to furlough will work on campus furlough days (unless campus is closed); MPPs and CSUEU staff in all other Library departments are off during campus furlough days. |
| Extended Education                |  |                                       | X              |        | Employees will have individual furlough plans.  |
| Graduate Studies                  |  |                                       |                | X      | Closed during campus furlough days  |
| Sponsored Programs                |  |                                       | X              |        | Grant funded employees will work on furlough days unless the campus is closed. MPP's and CSUEU employees will off on campus furlough days unless grant reimbursed.  |
| Academic Personnel Services       |  |                                       |                | X      | Closed during campus furlough days  |
| International Programs            |  |                                       | X              |        | Employees will have individual furlough plans.  |
| Institutional Research            |  |                                       |                | X      | Closed during campus furlough days  |
| Academic Senate                   |  |                                       |                | X      | Closed during campus furlough days  |
| Advising                          |  |                                       |                | X      | Closed during campus furlough days  |
| Undergraduate Studies             |  |                                       |                | X      | Closed during campus furlough days  |
| <b>Information Technology</b>     |  |                                       |                |        |   |
| CIO's Office                      |  |                                       |                | x      | Closed during campus furlough days  |
| DITSS Office                      |  |                                       |                | x      | Closed during campus furlough days  |
| CMS Project Office                |  |                                       |                | x      | Closed during campus furlough days  |
| Equipment Repair                  |  |                                       |                | x      | Closed during campus furlough days  |
| University Information Systems    |  |                                       |                | x      | Closed during campus furlough days  |
| Project Communications            |  |                                       |                | x      | Closed during campus furlough days  |
| Desktop Support                   |  |                                       |                | x      | Closed during campus furlough days (except alternative furlough dates are planned for August)   |
| Main Campus Switchboard Operators |  |                                       |                | x      | Closed during campus furlough days; voicemail will provide directions for obtaining emergency assistance  |
| Help Desk                         |  |                                       |                | x      |   |
| Media Distribution                |  |                                       | x              |        | Select staff will have individual furlough plans (but will observe campus furlough days in August)  |
| Smart Classrooms                  |  |                                       | x              |        |   |
| <b>Information Technology</b>     |  |                                       |                |        |   |
| Video Production                  |  |                                       | x              |        | Staff will observe campus furlough days; some basic services will be available  |
| Interdisciplinary labs            |  |                                       | x              |        |   |
| Telecomm and Network Services     |  |                                       | x              |        | Select staff will have individual furlough plans in order to  |
| System Administrators             |  |                                       | x              |        | provide emergency support only for mission critical systems   |
| <b>University Advancement</b>     |  |                                       |                |        |   |
| Vice President's Office           |  |                                       | X              |        | VP, MPPs and selected staff will have individual furlough plans. Other CSUEU staff off on campus furlough days.   |
| Public Affairs                    |  |                                       | X              |        | MPPs and selected staff will have individual furlough plans. Other CSUEU staff off on campus furlough days  |

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|   | Open                                  | Partially Open | Closed |   |
| Alumni and Development                                |                                       | X              |        | MPPs and selected staff will have individual furlough plans. Other CSUEU staff off on campus furlough days  |
| MarCom  |                                       | X              |        | MPPs and selected staff will have individual furlough plans. Other CSUEU staff off on campus furlough days  |
| KHSU  | X                                     |                |        | MPPs and selected staff will have individual furlough plans. Other CSUEU staff off on campus furlough days  |
| <b>Student Affairs</b>                                |                                       |                |        |   |
| VP's Office/Dean of Students                          |                                       | X              |        | VP, Dean of Students, Confidentials & CSUEU staff on individual furlough plan   |
| Housing & Residential Life                            |                                       | X              |        | Housing business office closed on furlough days; other employees (except SETC) will have individual furlough plans.   |
| Student Recreation Center                             | X                                     |                |        | Open during furlough days; Staff on individual furlough plans   |
| Career Services                                       |                                       |                | X      | Closed during campus furlough days  |
| Student Disability Resources                          |                                       | X              |        | Open during furlough days; employees will have individual furlough plans.   |
| Psychological Counseling                              |                                       | X              |        | Open during furlough days; employees will have individual furlough plans.   |
| Enrollment Mgt/Financial Aid                          |                                       |                | X      | Closed during campus furlough days  |
| EOP   |                                       | X              |        | Partially open on furlough days some employees will have individual furlough plans.   |
| Learning Center                                       |                                       |                | X      | Closed during campus furlough days  |
| Children's Center                                     |                                       | X              |        | Staff will have individual furlough plans.  |
| Health Center   |                                       |                | X      | Closed on campus furlough days  |
| Athletics   |                                       | X              |        | Employees on individual furlough plans  |
| Public Safety   | X                                     |                |        | Police officers and dispatchers are exempt from furlough and will work normal schedule; Other CSUEU employees will observe campus furlough days.  |
| <b>Business &amp; Finance</b>                         |                                       |                |        |   |
| VP's Office   |                                       | X              |        | Partially open on campus furlough days  |
| Business Services                                     |                                       |                | X      | Closed on campus furlough days. Some CSUEU employees may be on individual furlough plans  |
| Campus Food Services                                  | X                                     |                |        | Auxiliary   |
| Campus Bookstore                                      |                                       | X              |        | Auxiliary   |
| Financial Services                                    |                                       |                | X      | Closed on campus furlough days  |
| Human Resources including Payroll                     |                                       |                | X      | Closed on campus furlough days; Some CSUEU employees may be on individual furlough plans  |
| Plant Operations                                      |                                       | X              |        | Skeleton custodial/maintenance staff and one manager on individual furlough plans to meet campus operating needs during campus furlough days (except when campus is closed). SETC staff work on campus furlough days (except when campus is closed). Otherwise, office closed during campus furlough days and CSUEU employees are off |
| Construction Management                               |                                       | X              |        | MPPs will have individual furlough plans. CSUEU employees will not work on campus furlough days   |
| <b>Auxiliaries</b>                                    |                                       |                |        |   |
| Auxiliary Business Services (Bookstore & Foodservice) |                                       | X              |        |   |
| ASI   |                                       | X              |        |   |
| University Student Union                              | X                                     |                |        |   |
| Advancement Foundation                                |                                       |                | X      | Closed on campus furlough days  |