



# Spring 2022: New + Returning Manager Information Session

February 14, 2022

10:00 AM

Presented By: Maddison Burton Director of Human Resources

# Agenda

**9:00 AM - 9:05 AM: New Manager Welcome**

**9:05 AM - 9:15 AM: Executive Director Update**

**9:15 - 9:20 AM: Corporation Organizational Chart Update**

**9:20 - 9:30 AM: Brief 2022 Laws Update & HR Reminders**

**9:30 AM - 9:35 AM: Covid Reminders**

**9:35 AM - 9:45 AM: Performance & Engagement Reminders**

**9:45 - 10:00 AM: Q&A**

## New Manager Welcome



**Rudy Medina**, Director of Otter Cross Cultural Center

**Suellen Wiseman**, Accounting Manager

**Jeffrey Rensel**, Director of Otter Student Union

**Sarah Lasnik**, Associate Director of Residential Life

**Willie Lee**, Associate Director of Student Housing Business Operations

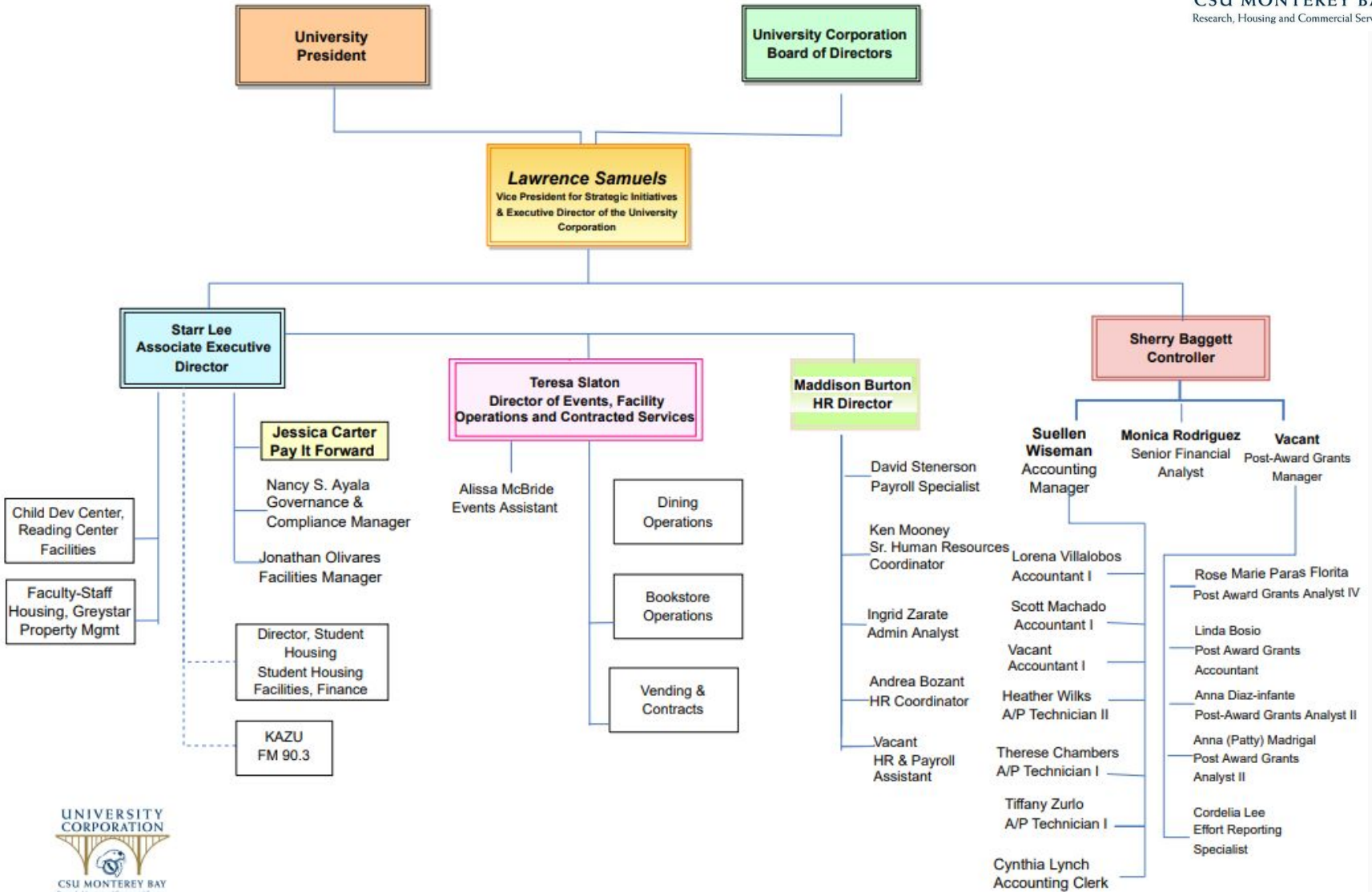
**Katherin Razo-Gomez**, Upward Bound Associate Director

**Diana Ballesteros**, Associate Director of Otter Student Union Facilities



# Executive Director Update

# Corporation Organizational Chart



# 2022 Legal Update

1. **Minimum wage:** minimum wage increased hourly rate to \$15.00 per hour and \$62,400 annually effective January 1, 2022
  - a. California currently has more than 35 cities and counties with their own minimum wage requirements
2. **CFRA Expansion:** AB 1033 adds parents-in-law to the list of family members for which an employee can take leave to care for
3. **Record Retention:** Employers must retain personnel records for applicants and employees for four (4) years from the date the records were created or the date the employment action was taken
4. **Intentional Wage Theft:** The intentional deprivation of wages by unlawful means, with the knowledge that the wages are due to the employee under the law.
5. **Posting Notices:** Federal and California laws require employers to post multiple forms of notices in the workplace. Distribute that information to employees by email with the document or documents attached.

# Semester Refresher - New Hires

*We are now using GoCo to assist us with a more efficient way for onboarding new employees*

**Step 1:** Contact Corporation HR regarding the intent to hire a new employee \* *Contact HR before the employee starts working* \*

Department will provide:

- Wage
- Start date
- Name and email address of the new hire
- Whether or not a background check is required (refer to [CSU policy](#)); yes if 1) working with minors 2) working with elders 3) working with sensitive information
- Employee Status Form (ESF)

**Step 2:** HR will enroll the new hire into GoCo to complete the requirement documents and policy acknowledgements. Please refer to instructions: <https://csumb.edu/corporation/new-employee-information/>

**Step 3:** New hire will schedule their new hire meeting with HR. This meeting is imperative as their I-9 documents will be verified

**Step 4:** Following I-9 and background check completion (if applicable) new hire will receive a welcome email with instructions on how to access ADP.

**\*\*\*\*\* It is imperative that new hires do not begin working until all steps are completed\*\*\*\*\***

# Semester Refresher - Terminations

Please inform Corporation HR as soon as an employee terminates employment or gives notice of Resignation/Separation **We have a legal obligation to give an employee their final paycheck on the last working day.**

- Send separation form at least 72 hours in advance of last day worked
- Employee should provide forwarding address and final check disbursement option (Section 1)
- Supervisor completes Section 2, then forwards form to HR



# Semester Refresher - Payroll

## California Overtime

- Any time worked over 8 hrs/day
- Any time worked over a 40 hrs a week ( note: employee using sick/vac leave, even though paid, does not count towards 40 hour worked)
- Any time worked over 12 hrs/day is double time
- The first 8 hrs worked on the 7th consecutive workday in a defined workweek\* is time and a half (1.5). Any hour worked in excess of 8 hours is double time.
- Overtime must be approved by supervisor. However, if overtime is worked, it must be paid to the employee regardless of whether grant funds allow for payment of overtime or not.
- Depending on the grant terms, the "overtime" portion of the payment may be charged to an incentive account.

## Meal & Rest Breaks

- Employees are required to take a 15 minute net rest time per four (4) hours or major fraction thereof. If a workday ends in less than 3.5 hrs, employee is not authorized to take a break. Authorized rest period time shall be counted as hours worked and will not be deducted from wages.
- An employee working more than 5 hours per day is entitled to at least a half (.5) hour meal break.
- Meal break is void of any work
- Meal break is not paid
- Must be recorded on timesheet
- If the work period is no more than six (6 hours), the meal period may be waived, in writing, by mutual consent. "No Lunch" written in note section of ADP.
- Breaks and meal periods may not be combined at the beginning (coming in late) or end of a workday (leaving early).

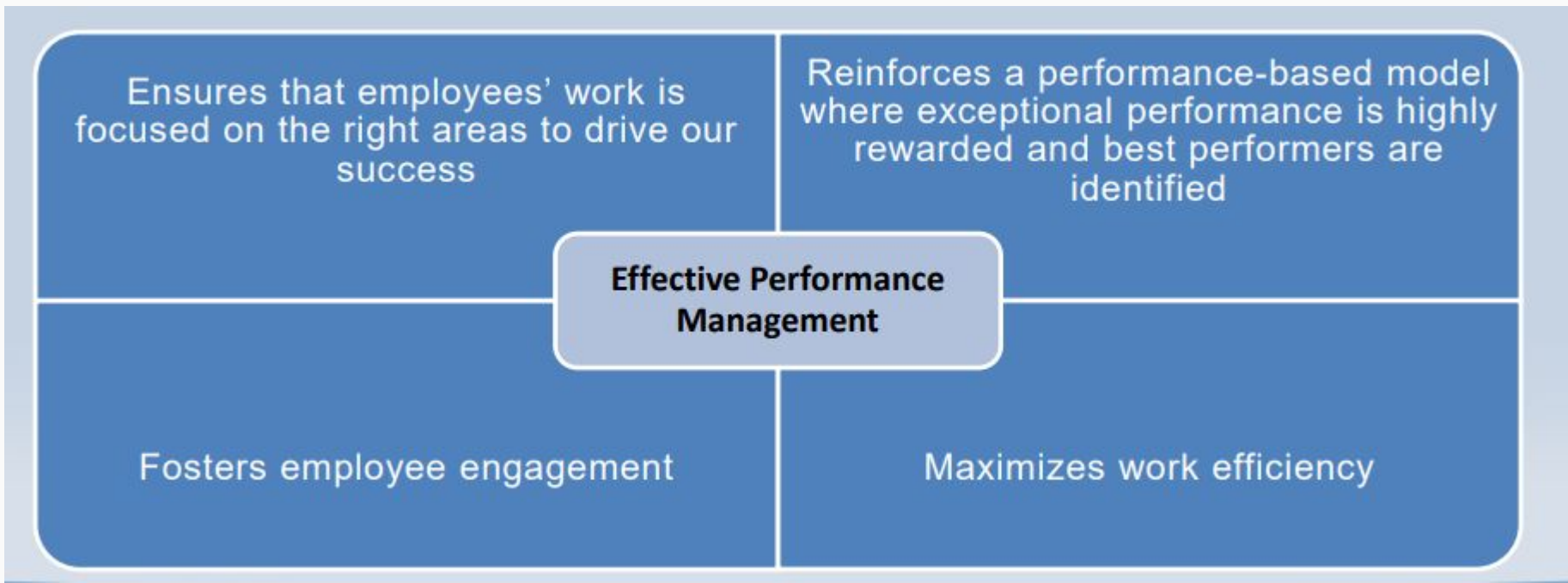
# Covid 19 Reminders



The campus leadership has committed the resources needed to achieve an engaged, safe, and in-person experience.

The health and safety of our community remain our highest priority, and we are confident that existing public health measures provide for a safe environment capable of delivering a complete college experience on the CSUMB campus. Being an Otter means caring for each other and doing your part to protect your community.

# Performance Review



# Employee Engagement & Retention

- Regular staff meetings
- Regular 1:1 meetings
- Professional development (FREE in Sum Total)
- Create a safe place for feedback
- Clearly define values and recognize employees for them.
- Get out of the office and have fun!
  - Walking 1:1 meeting
  - Meet for lunch on campus
- Provide flexible work hours and locations.
- Make information more accessible

## **Resources:**

- Sum Total & Diversity Learning Series
- Wellness Speakers (reach out to HWS, Kinesiology)
- Your Money Line Speaker
- CANDOR questions
- Building Blocks Card Set



# Q&A

