Dec. 22, 2014

News

Informal time off means campus will be closed Wednesday
In celebration of the 2014 holiday season, Gov. Jerry Brown has authorized informal time off for the day before the Christmas holiday. In addition to the informal time off from the governor, President Alexander Gonzalez has authorized that additional informal time off will be provided for all nonessential campus personnel for the remainder of the day on Wednesday, Dec. 24; therefore, the campus will be closed. Employees who are not able to use this informal time off at that time for work-related reasons must make arrangements with their supervisors consistent with the governor’s proclamation. For complete information, please refer to HR 2014-15, which can be found on the Chancellor's Office Coded Memoranda website at www.calstate.edu/HRAdm/memos.shtml (2014/HR Letters). You can go directly to this document by clicking on or pasting www.calstate.edu/HRAdm/pdf2014/HR2014-15.pdf into your Web browser.

If you have questions regarding this coded memorandum, please contact Human Resources at 278-6078. Payroll-related questions should be addressed to Darlene Edelman, Human Resources payroll manager, at 278-5597 or darlene.edelman@csus.edu.
Submitted by Human Resources

Reminder: Jan. 2 is a workday for many
Friday, Jan. 2, while an academic holiday for academic year faculty, is a workday for all other staff, managers and 12-month faculty. The University Union and The WELL will be open; however, they will operate under modified hours. No food services will be available on campus. Unless work is scheduled for you, our hope is that you will request the use of vacation time, accrued compensating time off or your personal holiday to give yourself a well-deserved, uninterrupted holiday break. As always, requests for time off must be made in advance and approved by your manager.
Submitted by Human Resources

Celebration of life for CBA staffer Thomas Matlock is Jan. 8
The College of Business Administration is saddened to announce the passing of CBA staff member Mr. Thomas Matlock, who died Saturday, Dec. 13, after a battle with lung cancer. Thomas joined the College of Business Administration on Jan. 14, 1999. The college and Thomas’ family invite the campus community to join us for a celebration of his life from 3 to 5 p.m. Thursday, Jan. 8, at the Alumni Center.

Throughout his career at Sacramento State, Thomas participated in, served on or was involved with numerous committees, associations, and the Sacramento and international business communities. In 2013, Thomas was recognized as the Society of Government Meeting Professionals’ Planner of the Year and this year as the lead planner of the Academic Resource Conference in Sacramento. Thomas will be greatly missed by all who knew him.
Submitted by College of Business Administration
**Campus heating over winter break**
The campus will be closed for the holidays from Wednesday, Dec. 24, to Friday, Jan. 2. It makes excellent sense to save energy and state funds during this time.

The Central Plant boilers will be turned off at the end of the afternoon Tuesday, Dec. 23, to save energy and allow for yearly maintenance activities. Some buildings are not connected to the Central Plant heating system; they will continue to be heated as normally scheduled. Campus heating service will return Friday, Jan. 2. For questions, please contact Facilities Management Customer Service at 278-6242 or fm-work1@skymail.csus.edu.

Submitted by Administration and Business Affairs

**IRT’s winter break systems maintenance and downtime**
IRT is planning a shutdown of the Sacramento State Data Center to perform essential yearly maintenance on key IT systems. The outage will affect most campus technology services. The planned period for this maintenance is 6 a.m. Saturday, Jan. 10, through 7 p.m. Sunday, Jan. 11. There is no good time to shut down systems for maintenance, but we have worked in advance with all divisions to pick the lowest-usage times twice a year, once in summer and once during winter break, to do this work. We ask that you keep this downtime in mind when planning assignments or activities for Jan. 10 and 11.

Affected systems include but are not limited to:
- Email
- The Sac State website
- My Sac State
- Student, Faculty and Employee Centers
- SacCT
- SacVault (data warehouse)
- Internet and wireless access
- NetApp file services (N:, P: & U: drives)
- VMware infrastructure and virtual servers

If you have questions or concerns, please call the IRT Service Desk at 278-7337. For other comments or concerns, please email itfeedback@csus.edu.

Submitted by Information Resources and Technology

**Holiday events reminder**
As the fall semester draws to a close, many members of the campus community will be celebrating the holiday season with faculty, staff and student parties or other University-related social events. Such events are wonderful opportunities for everyone to unwind after a semester of hard work. While the main focus of these events should be on fun and holiday cheer, the Office for Equal Opportunity wants to take this opportunity to remind everyone that Sacramento State and CSU policies addressing student and employee conduct, specifically Executive Orders 1096 and 1097, remain in effect during these events – whether on or off campus.

Therefore, when attending University-related social events, please be aware of the effect that any unwelcome conduct (e.g., inappropriate jokes/comments, unwelcome touching, etc.) could have on others. Finally, for social events where alcohol is served, please remember to drink responsibly.
Executive Orders 1096 and 1097 may be found at www.calstate.edu eo/EO-1096.pdf and www.calstate.edu/eo/EO-1097.pdf.
Submitted by the Office for Equal Opportunity

Winter Bowling League
The 2015 Sacramento State Winter Bowling League has been scheduled on Monday nights from Jan. 12 to Feb. 23 (except for Jan. 19, due to the Martin Luther King Jr. holiday) with a start time of 6 p.m. Sacramento State faculty and staff teams may also include family members and friends. The goal is just to have a great time! Please contact Serena Fuson at 278-7321 or sfuson@csus.edu if interested in bowling, and a spot will be held for your team. Even number of teams only. Once again, we have a handicap league based on a score of 200.

Here are the particulars:
• Show up 10 minutes early for "shadow practice"
• $11 per player per night
• Three games per night
• Six weeks in duration
• Four-person teams, but each team can have alternates to allow for substitutes or rotations
• If shoes are needed, they can be rented for $2 per night
• Due to peak-season pricing, each team is responsible for a $44 payment each night, even if fewer than four players show up. Typically, no-shows pay the $11.

Submitted by University Police

University Policy Manual revision
Please note the following announcement of a revised policy in the University Policy Manual:

ADM-0177, Campus Safety & Environmental Health (formerly Campus Safety & Environmental Health Committee) UMP14480 www.csus.edu/umanual/admin/ADM-0177.html (revised). The Campus Safety & Environmental Health policy is an existing campus policy with changes to add committee representation from a Unit 3 employee.

Submitted by Administration and Business Affairs

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/12/ProfessionalActivities12-01-14.html.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule
The Faculty Senate calendar is available at www.csus.edu/acse.
Submitted by the Faculty Senate

Security tip: Should I click on security pop-ups?
You are on the Internet reviewing a website when a pop-up appears on your screen, informing you that your computer has been infected with spyware. It instructs you to click on the popup to download anti-spyware software. Should you do it? No.

Spyware sometimes poses as anti-spyware software. That sort of pop-up may link to software that does not actually eliminate spyware – or even infects your computer with spyware. Instead, alert the Information Security Office about the pop-up message, as it’s often an indication of an infection on your computer. For more information, contact the
Human Resources

Year-end pay warrants and direct deposit posting dates
The regular master payday falls on Wednesday, Dec. 31; however, please be aware that the issue date is Thursday, Jan. 1, and the posting date for direct deposit is Friday, Jan. 2, per the State Controller’s Office.

Please note that because the December payroll is the first pay warrant issued in the new calendar year of 2015, your paycheck net may or may not be different from your previous month’s check. This may be due to new benefit rate deductions and tax withholding changes that occur with the new year.

The Office of Human Resources – including Payroll – will be closed for the holidays from Wednesday, Dec. 24, through Friday, Jan. 2. If you have any questions, please call Payroll at 278-6211.

Revised policy on additional, outside employment
After appropriate consultation with the president, Academic Affairs (including the College of Continuing Education), Human Resources, the University counsel and University Enterprises Inc., a revised University policy concerning additional employment and outside employment for Management Personnel Plan (MPP) employees has been developed. The policy is effective Thursday, Jan. 1. The purpose of this policy is to clarify when employees under the MPP may engage in additional employment and how the campus will calculate the limit of 25 percent above a 1.00 full-time time-base for additional assignments unrelated to MPP employees’ primary work assignments as described in CSU Coded Memorandum HR 2002-05. In addition, the policy outlines the requirements of MPP employees regarding reporting outside employment pursuant to CSU Coded Memorandum HR 2013-11.

The link for the new Outside & Additional Employment Policy for Management Personnel Plan Employees in the University Policy Manual is www.csus.edu/umanual/hr/HRS-0135.html.

The section on MPP in the University’s current policy regarding additional employment also will be impacted by this new policy and will now refer to the new policy.

The link for the revised Additional Employment Policy in the University Policy Manual is www.csus.edu/umanual/hr/HRS-0101.html.

Please do not hesitate to contact the Office of Human Resources with questions about this policy. Thank you.

Catastrophic leave donation
Sacramento State employees may voluntarily donate to other employees up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If employees are interested in donating time, a form can be obtained at www.csus.edu/hr/forms.html#disability by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.
The Benefits Office currently has the following employees on an approved CAT Leave:

- Lisalee Egbert, Teacher Education (Child Development Department)
- Brittney Farrand, Arts & Letters (English Department)
- Anne Goff, Arts & Letters (Foreign Languages Department)
- Laura Stuebe, University Advancement (Development Department)