WELCOME AND INTRODUCTIONS

Introductions

NAME

DEPARTMENT

POSITION

FUN FACT
ABOUT YOURSELF/WHERE YOU CAME FROM (PRIOR TO EMPLOYMENT)
ABOUT SF STATE
About SF State

**Founded in 1899**

The San Francisco State Normal School, a small women's-only teaching academy, opened its doors in March 1899.

**1923**

First bachelor of arts degree offered in 1923.

**1949**

The first Master's degree was offered in 1949.

**1960**

SFSU becomes part of The California State University in 1960.

**212, 560**

Graduates total more than 212, 560.

**$53 million**

Research, curriculum development and community service at SFSU are supported by more than $53 million in grants, contracts, and awards.
SF STATE FUN FACTS
SF State Fun Facts

Campus Population
More than 30,000 students, faculty and staff.

Campus Size
The SFSU main campus is approximately 142 acres in size.

Mascot
The mascot (Alligator) was selected by students in 1931, it was originally spelled with an “ER” – Golden Gaters.
Women: Basketball, Cross Country, Track and Field, and Volleyball.


In 2013 SFSU was named one of the nation's top universities for successful applicants to the Fulbright U.S. Student Program.

There are 124 academic areas of study our students can choose from for their undergraduate majors.

San Francisco State University is a member of NCAA Division II.
SF State’s Vision

Academic Excellence
Challenge students to integrate the knowledge they are acquiring and to apply it to solve problems in multiple real-world contexts in collaboration with colleagues.

Improved Access and Flexibility for Diverse Communities
The University’s commitment to providing resources to employees and the efforts it makes to meet the needs of the community by providing educational and other services to a wide audience.

Engaged and Expanded Intellectual Community
To engage fully with the community, to share knowledge, to move beyond traditional boundaries, and to develop new knowledge to meet new opportunities, and serve the needs of multiple internal and external constituencies.

Institutional Culture that Supports Change and Innovation
Welcome innovation, whether it is in delivery of learning opportunities, streamlining of services, building of institutional spirit, or engaging with the community.
Community

We believe we can teach and support students in educationally purposeful ways when we collaborate with each other and the larger community, create the space for pluralism and counter stories; respect the abilities of all students, faculty and staff and provide opportunities for community members to develop a strong sense of self-worth and respect for others, and develop strong partnerships that will support the pursuits of our students, faculty and staff within the local, national and global communities.

SF State Strategic Plan
Five Core University Values

**Courage**
- To stand up for our core values.
- To embrace change and adversity as opportunities.
- To encourage responsible citizenship and responsive leadership.

**Life of the Mind**
- To create opportunities for active, experiential learning at every level of students' education.
- To encourage interdisciplinary intellectual community and exchange for students, faculty and staff.

**Community**
- To provide the space for a community that is educationally purposeful, open, just, disciplined, culturally responsive and caring.
- To improve community partnerships and celebrate the successes that develop from those partnerships.

**Equity**
- To fulfill our equity mission and support the needs of our diverse student population by re-examining and, where appropriate, reorganizing our curriculum, teaching practices, mentoring, community engagement, internships and advising practices.

**Resilience**
- To empower students with an education that instills the value of sustainability and provides the ability to be innovative and nimble in confronting challenges.
- To model environmental sustainability on our campus that is exportable to our communities beyond the campus.
The College of Business at SF State is a leading institution of business education in the San Francisco Bay Area, with an emphasis on preparing students to succeed in an economy that is global in nature.

Our programs are designed to meet global challenges through authentic learning experiences in academic and clinical environments that are grounded in our commitment to inclusiveness, integrity, community, social action, and evidence-based practice.

The ethnic studies field is unique as an educational experience that redefines the lives of people of color from their own perspectives.

Extended Learning offers a variety of continuing education courses, academic credit certificates, and professional development certificates to prepare you for career advancement, career change, or personal growth.

The common goal of each of the College's professional programs is to assist students in developing competence in professional practice. This commitment to students produces alumni who will continue to work effectively with our professional schools and departments to preserve and promote the well-being of individuals, groups, and communities.

This is where the non-like-minded embrace a diversity of ideas, where the world's most debated issues reach high discourse, where critical thinking happens by art making.

The college is committed to the philosophy that the best education of its students comes through involvement in research and the solution of real-world problems.
Navigating SF State

The SFSU University Calendar displays all other events, including symposia, lectures, and exhibits.

SF State Mobile
This mobile app can be used to pay tuition, view campus maps, and much more.

SF State Facebook & Twitter
Stay connected to campus life!
Facebook
https://www.facebook.com/sanfranciscostate
Twitter
https://twitter.com/sfsu

Events
The SFSU University Calendar displays all other events, including symposia, lectures, and exhibits.

ATMs
You can also make use of the ATMs on campus.

Online Campus Tour
Our campus is located on more than 141 acres in a beautiful corner of San Francisco, just one mile from the Pacific Ocean and 15 minutes from downtown. This photo tour stops by all major buildings and facilities, starting at the Cesar Chavez Student Center in the middle of campus and going clockwise.

http://www.sfsu.edu/~puboff/tour/sub.htm
Places to Eat on Campus
Places to Eat on Campus

- Food Trucks between Between Hensil Hall & Science Building
  Hours: M-F 11am-2pm

- Café Russo
  Centennial Walk
  Hours: M-Th 7am-9pm, Fri 7am-5pm, Sat 10am-8pm

- Peets Coffee & Tea
  1st Floor of Library
  Hours: M-Th 7am-10:30pm, F 7am-6pm, Sat 10am-8pm, Sun 11am-10:30pm

- Village Market & Pizza
  Village at Centennial Square
  Hours: M-Sun 10am-3am

- SFSU Station Café
  Front of HSS Building
  Hours: M-Th 7am-9:30pm, Fri 7am-5pm, Sat 8am-3pm

- Subway
  Centennial Village
  Open 24/7

- Ike’s
  Cesar Chavez Student Center
  Mon. - Thurs. 10-7, F 10-4, Sat-Sun Closed

- Vista Room
  Hours: M-F 11:45am-1:30pm, Sat & Sun Closed
Get Active, Eat Better, Unwind
Get Active, Eat Better, Unwind

Holistic Health Learning Center
The HHLC offers valuable self-care resources in one location – integrating personal, social, and environmental aspects of health.
http://www.sfsu.edu/~holistic/links/healthyliving/self.html

Welcome to the SF State Campus Recreation Department! Providing exciting and fun sport, fitness, and informal recreation opportunities for students, faculty and staff is our top priority.
http://myvfc.com/
www.sfsu.edu/~recsport/groupfitnessclasstimesdescrip.html

Campus Recreation Center

The Village Fitness Center
Campus recreation is committed to offering a variety of fitness opportunities throughout the year, some of the classes you can take advantage of include: Yoga, Cardio, Boot Camp, and Zumba. Review the schedule below to find out when these classes meet.
http://myvfc.com/
SF State Parking & Transportation

Transit

There are a number of transit options for getting to and from S.F State such as the S.F State free shuttle service, BART, and Muni bus service.

- Shuttle Service
- Muni
- BART

Campus Parking

S.F State offers parking for students, faculty and staff, and visitors. Parking permits are available for students, faculty, and staff.

Biking

S.F State encourages biking as a commute option. For the safety of all members of the S.F State community, the core of campus is designated as a pedestrian only zone.

Employee Programs

S.F State offers faculty and staff several programs to assist with the commute to campus.

- Commuter Check
- Emergency Ride Home Program
- Pretax Parking
Employee Assistance Programs
Employee Assistance Programs

Employees with disabilities who need reasonable accommodations are encouraged to register with the Disability Programs and Resource Center (DPRC).

http://access.sfsu.edu/content/employee-accommodations

When you call 1-800-367-7474, a professional LifeMatters counselor will listen to your concerns 24/7 and offer a variety of free services including:

- Counseling and psychological referrals and services available
- Financial consulting
- Legal consulting

The campus escort program, Campus Alliance for a Risk-Free Environment (C.A.R.E.) is a student security team supervised by our University Police Department this service is available from sunset to midnight seven days a week.

parking.sfsu.edu/care-escort-program
Employee Advocacy Programs

Campus Resource Advocate

The Campus Resource Advocate provides a space where staff and faculty may discuss problems or issues within the University. The Resource Advocate remains impartial and assists to resolve and create solutions in a fair and equitable manner.

Labor & Employee Relations

The Labor and Employee Relations Unit of HR is responsible for providing counsel, advice, and conflict resolution with respect to work related difficulties for all University faculty and staff members. This allows the University to be a respectful, efficient, and enjoyable work environment.

Confidentiality

The employee advocacy program staff holds all communications with those seeking assistance in strict confidence and takes all reasonable steps to safeguard confidentiality. The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm.

Campus Resource Advocate

Jeannette Peralta
Phone: (415) 338-7187
E-mail: peralta@sfsu.edu
Location: Administration 252

Labor & Employee Relations

Kimly Tran & Michelle Reaves
Phone: (415) 405-3672
Email: bkauffma@sfsu.edu
Location: Administration 252
Achieving Excellence Training Programs

- This course is mandatory for non-supervisors and is available online via SkillPort.
- This course is mandatory for COI designated positions and principal investigators.
- This course is designed to eliminate campus sexual violence (CSU) and is mandatory for all employees. You can access this course online via SkillPort.
- This course is mandatory for Title IX coordinators, Deputy Coordinators, DHR Administrators, Investigators, and any employees involved in conducting these investigations.
- Required for all SFSU employees accessing web sites that contain employee or student data. This training is available on SkillPort.
- Employee University is a personal and professional development program for employees. This program is designed to be responsive to the wishes of our employee population, and to create opportunities for learning.
Unions at SF State
Unions at S.F. State

Unit 1
Union of American Physicians and Dentists (UAPD).

Unit 2, 5, 7, & 9
California State University Employees Union (CSUEU)

Unit 3
California Faculty Association (CFA)

Unit 4
Academic Professionals of California (APC)

Unit 5
State Employees Trades Council (SETC)

Unit 6
Unit 8
Statewide University Police Association.

Unit 7

Unit 11
UAW Academic Student Employees

Unit 13
CSUEU – English Language Program Instructors
Know where the yellow emergency phones are in your building, to use for calling campus police in an emergency.

Know where fire exits and stairways are in all buildings that you occupy on a regular basis.

Use your intuition. If you have a concern for your safety or the safety of others, call the Department of Public Safety from any campus phone at ext. 8-2222 or 911.
Campus Emergency Preparedness & Environmental, Health & Safety

In the event of a MAJOR Emergency

- Evacuate a building promptly if an alarm sounds.
- Follow the instructions from your building’s safety coordinators that wear orange vests that read “Safety Officer”
- Assist persons with disabilities in evacuations - take them to the nearest stairwell and notify the Department of Public Safety.
- In the event of a MAJOR Emergency such as an earthquake or outbreak of violence, evacuate immediately and go to Cox Stadium or try to find a safe place.

You - as a public employee - are/may have to perform duties as a Disaster Service Worker when the University President declares a campus emergency.
Campus Emergency Preparedness &
Environmental, Health & Safety

-Back Safety
-Ergonomics
-Hazard Communication
-Driver’s Safety

-Comply with Safe Work Practices
-Communicate Safety Issues
-Identify Work Place Hazards
-Report and Investigate Injuries and Illnesses
-Correct Unsafe or Unhealthy Conditions
-Safety and Health Training
-Record Keeping and Documentation

-EHS Main Office: Administration Bldg. Room 260
-Telephone: (415) 338-2565
-Health & Safety: Marc Majewski, Director EHS majewski@sfsu.edu Ext: 8-2565
-Environmental: Marsha Elliott, Environmental Compliance Mgr. marshae@sfsu.edu Ext: 8-2565

EHS Training Programs
Injury and Illness Prevention Program (IIPP)
Department Contact Information
Worker’s Compensation & Risk Management

Worker’s Compensation
- Provides medical, compensation, and vocational rehabilitation benefits if injured or ill due to a work related reason.

Industrial Disability Leave
- Wage continuation program in lieu of workers’ compensation
- Pays full salary for the first 22 days of injury/illness and 2/3 of employee’s salary for the following 11 of disability.

If you are Hurt on the Job
- Emergency on or off campus: Phone 911
- Non-Emergency: Go to Student Health Service
- Notify your Department Chair
- Contact Worker’s Compensation Manager: 415-338-2565

Risk Programs
- Vehicle Accident Reporting
- Field Trip/International Travel Consulting
- Special Events Planning
- Website: www.sfsu.edu/~riskmgmt
Human Resources

Location
HR is located in Administration Room 252

E-mail
hrwww@sfsu.edu

Fax & Phone
Phone: (415) 338-1872
Fax: (415) 338-0521

Online Communication
Website: http://hr.sfsu.edu
Ask HR: Askhr.sfsu.edu
Payroll Calendar

PAYROLL DATES

JANUARY

February 1—March 1 ± 22 Days

MARCH

April 1—30 ± 21 Days

MAY

May 1—31 ± 22 Days

JUNE

June 1—30 ± 22 Days

JULY

July 1—August 1 ± 22 Days

AUGUST

August 2—August 31 ± 22 Days

SEPTEMBER

September 1—30 ± 22 Days

OCTOBER

October 1—31 ± 21 Days

NOVEMBER

November 1—30 ± 22 Days

DECEMBER

December 1—31 ± 22 Days

Legend:

- Employee Regoal Advances in SFUs Gateway
- Absence Management Approval Deadlines
- Payday
- Deposit Statement Posting Date
- Holiday
- Campus closure

HOLIDAY OBSERVANCES

January 1—New Years Day
March 1—Census Day
July 4—Independence Day
September 5—Labor Day
November 11—Veteran's Day
November 25—Thanksgiving
December 25—Christmas Day
Health, Dental and Vision Plans

HMO Health Plans:
- Blue Shield
- Blue Shield Net Value
- Kaiser
- Anthem Blue Cross
- Health Net Salud Y Mas
- UnitedHealthCare Alliance

PPO Health Plans
- PERSChoice
- PERSCare
- PERS Select

Dental Plans
- DeltaCare, USA
- Delta Dental

Vision Plan
- Vision Service Plan
Health Benefits Overview

Enrollment & Eligibility

- Within 60 calendar from date of hire
- At least 50% time base

Eligible Dependents

- Spouse
- Domestic Partner
- Children
- Economically Dependent Child
- All under 26

Required Documents

- Marriage Certificate
- State declaration of DP
- Birth/Adoption Certificate
- Affidavit of Eligibility of ED children
- SS numbers for all
# Health Plans

<table>
<thead>
<tr>
<th>PPO</th>
<th>HMO</th>
</tr>
</thead>
<tbody>
<tr>
<td>High flexibility</td>
<td>Limited flexibility</td>
</tr>
<tr>
<td>No need to select a Primary Care Physician</td>
<td>Must select a Primary Care Physician</td>
</tr>
<tr>
<td>Annual deductible/maximum</td>
<td>No annual deductible</td>
</tr>
<tr>
<td>You pay a percentage of care, 20%</td>
<td>You pay a small co-payment</td>
</tr>
<tr>
<td>Ideal for those who need flexibility</td>
<td>Ideal for those who need to save $</td>
</tr>
</tbody>
</table>
Dental Benefits

**Delta Dental (PPO)**
- Flexibility to choose & change dentists anytime
- Employee pays 20% of costs
- Deductible
- Annual maximum

**Delta Care USA (HMO)**
- Designate a dentist within the network or a dentist will be assigned.
- No charge for most services
- No deductible
- No annual maximum
Vision Benefits

- Annual exam with $10 co-payment
- Pays up to $95 for frames every other calendar year ($115 for feature brands)
- $120 for contacts for every other calendar year
- Video Display Terminal
- Claim forms necessary if Out-of-Network
- Automatic Family Coverage
Important things to Remember!

- **Vision and Dental are both Employer-Paid benefits- no cost to employee**
- **Ensure information on health card is correct**
- **Ensure your plan has authorized your visit or procedure prior to using the services**
- **Contact us with life events no later than 60 calendar days from the event (marriage, divorce, birth/adoption, etc.)**
- **It may take up to 3 months to process Dental and Vision forms. If you need to use urgent services, contact Benefits**
- **Depending when forms are submitted and/or processed, an A/R may be established.**
Flex Cash

Additional taxable cash payment in lieu of health and/or dental insurance

Monthly Benefit:
- Health $128
- Dental $12

Must be eligible for health benefits

Must have a NON-CSU group coverage

Medi-Cal/Covered CA/GVT. Subsidized health plans are NOT eligible

Flex Cash
HCRA/DCRA

Health Care Reimbursement Account (HCRA)

- Pre-tax dollars
- Use it or lose it
- Submit claims manually or online
- “FSA Visa Card”
- Enrollment must be within 60 days of appointment

Dependent Care Reimbursement Account (DCRA)

- Pre-tax dollars
- Use it or lose it
- Enrollment must be within 60 days of appointment
- Coverage eff. 1st of the month following enrollment
Open Enrollment & CalPERS

• Only time to make changes
• Once a year (Sept-Oct)

• Coverage/price changes released
• Check www.calpers.co.gov

• Effective January 1st of the following calendar year
Life & Accidental Death and Dismemberment (AD&D) Insurance

<table>
<thead>
<tr>
<th>Unit</th>
<th>Life Ins.</th>
<th>AD&amp;D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Units 2,5,7,9</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Unit 3</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Unit 4</td>
<td>$25,000</td>
<td>$25,000</td>
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<tr>
<td>Unit 8</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Unit 12</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>C99</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>MPP</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

- Employer-Paid only
- Provider:
  - Standard Insurance Company
- Amount Varies by bargaining unit.
- You can contact the Standard Insurance Co. to purchase additional voluntary insurance,
Disability/Leave Programs

Worker’s Compensation
- Emergency on or off campus: Phone 911
- Non-Emergency: Go to Student Health Service
- Notify your department Chair
- Contact Risk Management: 415-338-2565
- Pre-Designate Personal Physician on Biographical Data Sheet (002)

- Maternity
- Paternity/Adoption/Parental Leave
- Family Medical Leave (FML)
- Catastrophic Leave
- Industrial Disability Leave (IDL)
- Nonindustrial Disability Insurance (NDI)
CalPERS (California Public Employees Retirement System)

Automatic & Mandatory
New Members contribute 6%

CSU contribution for FY 14/15 25%

Formula: Based on service credit, age, and income

Vested after 5 years of service credit

myCalPERS Online Resource

Membership status based on CalPERS entry date

<table>
<thead>
<tr>
<th>Retirement Plans</th>
<th>Hired prior to 1-15-11</th>
<th>Hired on or after 1-15-11</th>
<th>Hired on or after 1-1-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Misc. Tier 1 (all eligible employees except public safety)</td>
<td>2% at 55 (one year highest compensation)</td>
<td>2% at 60 (36 month average compensation)</td>
<td>2% at 62 (consecutive 36 month subject to cap)</td>
</tr>
</tbody>
</table>
Part-Time, Seasonal or Temp (PST) Ret. Program

- Eligible when NOT eligible for CalPERS
- Work less than .5 or employed on an intermittent or temporary basis
- Employee Contribution ONLY: 7.5%
- No Social Security contribution

- If eligible for CalPERS, funds are rolled over to a 457 plan with Savings Plus
- Administrator: SavingsPlus-Nationwide
Additional Benefits

1. Voluntary Retirement Savings Plans
   • Fee Waiver Program

2. California Casualty A+ Auto & Home Insurance Plus

3. Golden State School Share College Savings Trust

4. Voluntary Life Insurance

5. Aflac Critical Illness Benefit

6. • MET Law
   • US Bank
Tea with Benefits

JOIN US FOR:

TEA...WITH BENEFITS!

A Monthly Information Session + Q&A with the Benefits Team
Sign In Packet
Sign In Packet

- Employee Photo ID Card
- Employee Information Form
- Employee Emergency Notification Form
- Conditions of Employment
- Employee Action Request Form
- Direct Deposit Form
- I9 Form
- Child Abuse
- CalPers
- Pre-designation of Personal Physician
Thank You For Choosing SF State!